

Name of Policy	University Credit (Purchase) Card Policy
Description of Policy	This policy describes when entertainment and hospitality is appropriate and the process for application and treatment of expenditure.
Policy applies to	<input checked="" type="checkbox"/> University-wide <input type="checkbox"/> Specific (<i>outline location, campus, organisational unit, etc.</i>)
	<input checked="" type="checkbox"/> Employee only <input type="checkbox"/> Students only <input type="checkbox"/> Employee and students
Policy status	<input type="checkbox"/> New policy <input checked="" type="checkbox"/> Revision of existing policy

Approval authority	Vice-Chancellor
Governing authority	Chief Operating Officer
Responsible officer	Director of Finance

Approval date	2018
Effective date	2018
Approval date of last revision	
Effective date of last revision	
Date of policy review*	2019 then biannually

**unless otherwise indicated, this policy will still apply beyond the review date*

Related legislation, policies, procedures, guidelines and local protocols	Staff Code of Conduct, Travel Policy, Gifts and Benefits Policy and Procedure, Reimbursement of Expenses Policy, Authority of Delegation Policy, Fringe Benefits Tax Policy, Meal Allowance During Overtime Policy
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1. Introduction

The University has adopted the NAB Visa Card to assist with the purchase of goods and services on behalf of the University. The benefits of the card include the reduction of administrative costs and paperwork in purchases of lower value items and proof of GST status on purchases. This allows more direct action and control to user locations and departments.

2. Responsibility

The Director of Finance is responsible for the operation and control of the system and has authority to cancel immediately any card considered as being misused. The Director of Finance may also set and vary the credit limit of any card. Unless otherwise agreed, the card will have a maximum limit for local use of \$5,000. Where a cardholder is required to undertake international travel, the limit will be \$10,000.

A member of the Executive or Senior Executive will recommend the issuing of a card to a staff member and will take responsibility to ensure the staff member adheres to policy and procedures in relation to the use of the card.

3. Obtaining a Card

1. The Director of Finance is responsible for establishing card accounts and the issuance and cancellation of cards.
2. Request for cards (or variations to existing cards) should be forwarded to the Director of Finance for authorisation. Upon receipt of the request, a Card Application Form will be sent to the staff member who should complete the form and forward to the Visa Card Administrator, Finance Office at North Sydney.
3. Finance will apply to the NAB Bank for a card and arrange for the card to be forwarded to the cardholder.

The cardholder will also acknowledge:

- That they are aware of the responsibilities and restrictions placed on their use of the card prior to taking possession of the card; and
- They are responsible for the security of the card and must not allow it to be used by any other person.

4. Use of the Card

1. The card may only be used for authorised official university purposes.
2. The card cannot be used in ATM machines and must NOT be used to obtain cash advances. One exception to this may be overseas travel where ACU credit cards can be used to withdraw cash in the foreign currency only and not Australian Dollars. If this is required, application for approval should be directed to the Director of Finance. Further, an acquittal must be completed reconciling the amounts spent against the cash advance and forwarded to the Visa Card Administrator Finance Office at North Sydney. An online staff reimbursement form needs to be filled out if any cash has been spent for University business.
3. The card should not be used for the purchase of IT equipment (including mobile phones) as these items should be purchased via the IT procurement process.
4. The user must not exceed the monthly credit limit.
5. The card may be used for telephone/internet purchases by giving the card number over the telephone or internet after receiving prior approval for the purchase.
6. On receipt of the goods or services the user should obtain a Tax Receipt voucher, and itemised cash sales invoice if available from the supplier. A detailed record of purchases made over the telephone and internet orders should be kept.
7. **The card is not to be used to purchase goods for personal use.**
8. Where a card is used to pay for entertainment and hospitality expenses, it is the responsibility of the most senior staff member present to meet the cost. That is – where more than one staff member are attendees the credit card of the most senior staff member will be used to ensure approval by a non-attending officer.
9. The card may be used for taxi expenses where Uber services are not available.

Note: Misuse of the card will necessitate the University taking disciplinary and/or legal action against the cardholder.

5. Lost or Stolen Cards

If at any stage a card is lost or stolen, the NAB Bank must be advised immediately on their twenty-four-hour, 7 day a week toll free number. The number is 1800 033 103.

It should be noted that until the bank is notified all unauthorised purchases made on the card are the responsibility of the University. To this extent, notification must occur immediately the card is lost or stolen. Further notification, in writing, must be given to the Director of Finance. This notification must include the details concerning the card's disappearance.

6. Card Record Keeping

It is critical that evidence of each transaction and authority to incur the expenditure is obtained including purchases. If the transaction is via the internet, a copy of the evidence of the transaction must be obtained as evidence of the transaction. This will allow you to keep within the total credit limit and assist in reconciliation with the online card statement. It should be noted that ultimately the information coded into the online facility against each transaction will be used for journal entry. It is therefore important that the Entity, Project Code/Source of Funds and Natural Account Code as well as the Tax Inclusive field is completed accurately and that the narration is an adequate description for inclusion into the General Ledger as well as providing sufficient detail to inform the cardholder's supervisor of the purpose of the transaction for approval. An electronic copy of the supporting documentation should be attached against each transaction in Flexipurchase.

7. Payment of Card Expenses

1. Details of card expenditure are normally available online within a few days of the purchase date. Transactions may be coded and approved throughout the statement period. A period close off is made on the 20th of each month for the previous month. All transactions must be coded and approved by this date.
2. The cardholder must code each item with the correct Entity, Project Code/Source of Funds, Natural Account Code and Tax code and provide sufficient detail in the details field. Appropriate documentation to support each transaction must be scanned and attached to each transaction. A tax invoice is required to ensure that GST can be claimed from the ATO by the University.

When coding each item, the descriptions below are indicative of the sufficient detail:

For entertainment and hospitality – the purpose and the attendees both internal and external

- For entertainment and hospitality – the purpose and the attendees both internal and external
 - For incidental purchases the nature of the supply and the anticipated users
 - For incidental travel expenses the parties involved in the travel and the purpose of the travel (i.e. conference etc)
3. For FBT entertainment, expenditure must be split between ACU staff and non-staff by completing the Entertainment screen accordingly.
 4. Transactions must be authorised by the supervisor online by logging into Flexipurchase. The supervisor will receive a prompt notifying them of transactions requiring approval at the end of the statement period.
 5. At the end of the period, ensure source documents are scanned and attached against the relevant transaction for all transactions regardless of value.

Note: A credit card slip or EFTPOS slip that does not include itemised purchase details is not a tax invoice and is not evidence of a transaction for GST purposes.

6. Finance will be provided with an extract from Flexipurchase which will be used as a journal entry into the General Ledger.

Note: It is therefore critical that transactions are coded correctly.

8. Card Expense Queries

Where a card user has a query on their Statement, the first contact should be with the supplier. If the supplier agrees that the charge is incorrect or the goods have not been delivered or incorrectly delivered, they must organise for a credit to be issued. The cardholder is responsible for this enquiry and to ensure that credits, where agreed, ultimately appear on the statement.

Where agreement cannot be reached with the supplier, the transaction should be marked as a disputed transaction and a Disputed Transaction form, available online, completed and faxed to the NAB Bank who will take up the complaint with the supplier.