

CREDIT CARD PROCEDURES

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OVERVIEW

The use of University credit cards improves the efficiency of University business-related purchasing transactions, including travel-related transactions.

The University uses two types of credit card:

- corporate card: for the payment of travel and entertainment expenses; and
- purchasing card: for the payment of general purchases.

These procedures support the [Financial Management Policy](#) and [Travel and Entertainment Policy and Procedures](#), and set out the processes for authorising, using, acquitting and cancelling credit cards.

SCOPE

This procedure applies in respect of all University credit cards.

PROCEDURES

1. Authorities

- a. Only the people holding the positions listed below are authorised to issue credit cards (i.e., corporate cards and purchasing cards) and set the credit limit:
 - Vice-Chancellor and President
 - Deputy Vice-Chancellor and Vice-President (Academic)
 - Deputy Vice-Chancellor and Vice-President (Research)
 - Chief Operating Officer & Vice-President (Services and Resources)
 - Executive Deans
 - Pro Vice-Chancellors
 - [Corporate Managers](#).
- b. The issue of University credit cards is also subject to approval by the issuing bank.
- c. No person may approve the issue of, or changes to the conditions of, their own card or the card of a person to whom they report.
- d. No cardholder may authorise the acquittal of their own expenses.

2. Training

Responsibility: cardholder

University credit cardholders must ensure they have completed online training on the use and acquittal of cards, and are aware of the [Financial Management Policy](#), these Credit Card Procedures, and other [related procedures and documents](#).

3. Usage

Responsibility: cardholder

- a. Cardholders are responsible for the safe custody of cards and the security of card information, and are expected to spend University funds prudently.
- b. Credit cards may only be used for transactions associated with the academic, administrative, commercial and community activities of the University. Misuse includes:
 - i. using the card for a private transaction such as a personal purchase or purchase for the sole benefit of the cardholder;
 - ii. assigning or transferring the card to another person;
 - iii. using the card after the cardholder's employment or relationship has been suspended or terminated;
 - iv. using a card when the user is not the cardholder named on the card and without the named cardholder's specific written authority;
 - v. not complying with the processes specified in the expense management system;
 - vi. splitting a single purchase into two or more transactions
 - vii. using the card for a transaction in excess of budget or for which there are insufficient funds; or
 - viii. using the card for expenditure not previously approved where prior approval was required (e.g., in accordance with the [Travel and Entertainment Policy and Procedures](#)).

Note: Where a credit card is used for an unauthorised transaction, the cardholder will be billed for the transaction.

4. Supporting documentation

Responsibility: cardholder

- a. Cardholders must retain tax invoices and any other supporting documentation for all expenses incurred on their card, so they can properly acquit their expenses.
- b. Tax Invoices must:
 - be clearly marked 'Tax Invoice';
 - display the ABN (Australian Business Number) and the name of the supplier of the goods/services;
 - include the words 'Price includes GST' or similar; and
 - give a description of the type of goods/services provided.

Note: If the cardholder is unable to provide a tax invoice for a purchase, they must complete a [Lost or Unobtainable Tax Invoice/Receipt Declaration Form](#).

5. Acquittal

Responsibility: cardholder

- a. Every cardholder must acquit their card expenditure through the Expense Management System.
- b. Acquittals must be completed within 30 days of the transaction date. If not completed, the card issuer is authorised to do any or all of the following:
 - impose a zero limit on the card, until acquittals are resolved;
 - remove the cardholder's card;
 - decline all future travel or other expenditure requests, pending resolution of outstanding acquittals.

Note 1: EFTPOS receipts are not valid proof of purchases and cannot be accepted as a valid tax invoice.

Note 2: If a Tax Invoice is not obtained for purchases over \$75 ex GST then the University is not able to claim back the GST on the transaction. In such cases, the purchase must be charged to the project expense account.

6. Acquittal review

Responsibility: All acquittal approvers and their managers

- a. Acquittal approvers must review all acquittals to ensure card use complies with Procedure 3.
- b. If a transaction submitted for approval appears to be a misuse under Procedure 3, refer the transaction back to the cardholder using the Expense Management System query option.

Responsibility: cardholder

- c. The cardholder must review the referred back acquittal and either:
 - acquit the relevant expenditure category as 'private', in which case Corporate Credit Card and Travel Services staff will raise an invoice to recover the amount from the cardholder; or
 - provide further documentation supporting the legitimate use of the card.
- d. Note that frequent creation of invoices to the same cardholders may result in further review of the cardholder's card usage, and possible withdrawal or cancellation of the card.

7. Return of credit card

Responsibility: Cardholder

- i. Destroy your credit card and confirm this has been done via email to corporate.cards@adelaide.edu.au when:
 - you leave your employment or engagement with the University; or
 - you no longer require use of the corporate credit card as part of your University duties.
- ii. Return your University credit card temporarily for safekeeping when your relationship with the University is temporarily suspended or you take extended leave for eight weeks or more.

8. Cancellation of card

University credit cards may be withdrawn or cancelled by the persons holding the positions listed in Procedure 1, for any reason.

9. Breach of these procedures

Misuse of a University credit card in breach of this procedure may result in the cancellation or withdrawal of the card and/or disciplinary action against the card user.