

## CREDIT CARD PROCEDURES



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## OVERVIEW

The use of University corporate credit cards for general purchases and travel & entertainment expenses improves the efficiency of purchasing transactions.

These procedures set out the processes for issuing, using, acquitting and cancelling University corporate credit cards.

## SCOPE AND APPLICATION

These procedures apply for all University corporate credit cards.

## PROCEDURES

### 1. Issue

- a. Only the following people may authorise the issue of University corporate credit cards and set the credit limit in accordance with Procedure 1.b.:
  - Vice-Chancellor and President
  - Deputy Vice-Chancellor and Vice-President (Academic)
  - Deputy Vice-Chancellor and Vice-President (Research & Innovation)
  - Chief Operating Officer & Vice-President ( University Operations)
  - Executive Deans
  - Pro Vice-Chancellors
  - Heads of School
  - Branch Heads
- b. University corporate credit cards may only be issued to continuing or fixed term salaried staff in line with the [Credit Card Delegations](#) as follows:
  - Level 1: \$5,000 monthly limit
  - Level 2: \$10,000 monthly limit
  - Level 3: \$25,000 monthly limit.
- c. Changes to Credit Card Delegations require approval by those listed in 1a.
- d. The issue of University corporate credit cards is also subject to approval by the issuing bank.
- e. No person may approve the issue of, or changes to the conditions of, their own University corporate credit card or the University corporate credit card of a person to whom they directly report.

## 2. Training

### **Responsibility:** Cardholder

- i. Complete training on the use and acquittal of University corporate credit cards by way of either [classroom training](#) or [online resources](#) before commencing use of a University corporate credit card.

## 3. Usage

All University corporate credit card holders have the authority to incur expenditure up to the limit on their card.

### **Responsibility:** Cardholder

- i. Be responsible for the safe custody of University corporate credit cards and the security of credit card information.
- ii. Spend University funds prudently and in accordance with University policies and procedures.
- iii. Use University corporate credit cards only as follows:
  - for travel and entertainment purchases in accordance with the [Travel & Entertainment Policy & Procedures](#)
  - for general purchases in accordance with the [Purchasing Procedures](#)
- iv. Use University corporate credit cards only for transactions associated with approved academic, administrative, commercial and community activities of the University. Misuse may include:
  - repeated use of the University corporate credit card for a private transaction such as a personal purchase or purchase for the sole benefit of the cardholder;
  - assigning or transferring the University corporate credit card to another person;
  - using the University corporate credit card after the cardholder's employment or relationship with the University has been suspended or ceased; or
  - using a University corporate credit card when the user is not the cardholder named on the credit card and without the named cardholder's specific authority.

Guidance on appropriate and inappropriate transaction types is provided in [Appendix A](#).

## 4. Supporting documentation

### **Responsibility:** Cardholder

- i. Cardholders must retain tax invoices and any other supporting documentation for all expenses incurred on their University corporate credit card, so they can properly acquit their expenses.
- ii. Ensure that all tax invoices are valid, as per Appendix B of the Purchasing Procedures [Note: EFTPOS receipts cannot be accepted as a valid tax invoice].
- iii. Ensure that tax invoices for travel and entertainment purchases also comply with the requirements of Procedure 8.3. iii. of the [Travel and Entertainment Policy and Procedures](#).

*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

- i. Ensure that acquittals are completed by the end of the month following the month in which the transaction occurred; noting the need for more timely acquittals at Financial Year End (Dec).
- ii. If acquittals are not completed by the due date, cardholders (or their nominee) will receive further email notices as follows:
  - a reminder of the original signed agreement to comply with card accounting procedures;
  - advice that they are in breach of the agreement; and
  - notice of a further 10 days to complete the acquittal.
- iii. For transactions still outstanding at the end of the 10-day extension period, the cardholder will be notified that the card has been suspended from use. The card limit will be reduced to zero and the use of the card prohibited.

Exceptions e.g. cardholders travelling overseas for extended periods, will be considered on a case by case basis by the Associate Director, Strategic Procurement.

## 6. Acquittal Review

### **Responsibility:** All acquittal approvers

- i. Review all acquittals to ensure appropriate supporting documentation is attached and expenditure complies with Procedure 3 (see Appendix B for Approver Guidelines)
- ii. Approvals should be completed by the 10<sup>th</sup> working day following the acquittal date noting the need for more timely approvals at Financial Year end (Dec).
- iii. 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 "Information Required" option.
- iv. Do not approve the acquittal of your own expenses, or those of a person to whom you directly report.

### **Responsibility:** Cardholder

- i. If the transaction is referred back by the acquittal approver:
  - provide further information or documentation supporting the legitimate use of the University corporate credit card in a timely manner so as to keep within the acquittal timeframes; or
  - if requested, acquit the relevant expenditure category as 'private', in which case the Expense Management Team will organise for an invoice to be created to recover the amount from you.

The University recognises that some misuse of a University corporate credit card, e.g., for personal purposes, can be inadvertent or due to mitigating circumstances. However, repeated instances of private or unauthorised expenditure to the same cardholders may lead to the use of the University credit card being considered fraud under the [Fraud and Corruption Control Policy](#) and result in further action and possible withdrawal or cancellation of the corporate credit card.

## **7. Return of University corporate credit card**

**Responsibility:** Cardholder

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

## **8. Cancellation of card**

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

## **9. Breach of these procedures**

Misuse of a University corporate credit card in breach of this procedure may result in further action under the [Fraud & Corruption Control Policy](#), cancellation or withdrawal of the University corporate credit card, and/or disciplinary action against the credit card user.

## APPENDIX A

**The following list provides examples of appropriate and inappropriate uses of a University corporate credit card; this list is not exhaustive.**

Appropriate uses of a University corporate credit card may include:

1. payment for goods/services in full or part supply;
2. deposits for goods and services;
3. subscriptions for the University;
4. conference fees;
5. travel and entertainment expenses deemed appropriate under the [Travel and Entertainment Policy and Procedures](#);
6. general consumables other than mandated suppliers;
7. equipment items other than any computing equipment (refer to the [Purchasing Procedures](#) and adhere to any required procedures prior to the purchase transaction); and

Inappropriate uses of a University Corporate Credit Card may include:

1. internal payments to the University (e.g. donations, replacement staff cards, internally run courses such as PCE);
2. private expenses, including the purchase of gifts, food and related items for non-business activities, such as birthday celebrations and the like;
3. private telephone accounts including internet/broadband services (these should be paid by the private account holder and reimbursement sought under the [Reimbursement Procedure](#));
4. travel costs where the employee has elected to receive reimbursement for actual costs or has elected to receive a specified travel advance/incidental allowance;
5. withdrawal of cash (including the purchase of foreign currency) except where the credit card has been specifically approved for this purpose by the appropriate authority at the time of application;
6. stationery and general supplies available from the University's approved mandated supplier;
7. computer equipment including all hardware, mobile phones, tablets, data services and plans and software (excluding the purchase of low-value, business-use-only software unavailable through Technology Services and purchased from managed application outlets such as Apple Store);
8. splitting purchases to avoid purchasing policy requirements;
9. fuel purchases with the exception of hire cars, new University vehicles awaiting issue of fuel cards and, in exceptional circumstances, purchases with the prior approval of the Associate Director, Procurement Services. Fuel reimbursements should be claimed via [www.adelaide.edu.au/finance/fin-services/taxation/allowances](http://www.adelaide.edu.au/finance/fin-services/taxation/allowances);
10. tips and gratuities for meals and/or entertainment provided in Australia. If employees wish to give a tip or gratuity, it must be at the employee's own expense. For overseas meals/entertainment, tips and gratuities may be paid with the University's corporate credit card where a set percentage service charge is added to the bill and it is culturally expected and appropriate;
11. Donations in any form made to any political party or political association.

12. Private travel costs of family/partners (with the exception of allowed expenses incurred against a Dependant Travel Grant);
13. Passports and passport photographs;
14. Parking fines
15. Purchases from multi-vendor websites (unless prior approval is obtained as per Procedure 3.5 in the Purchasing Procedures

## APPENDIX B

The following list provides guidance on the checks to be made on transactions by an acquittal approver. NOTE: All items listed below may not be applicable to every transaction.

Also refer to the [Acquittal Approver Quick Reference Guide](#).

Supporting Documentation - tax invoice/receipts	<ul style="list-style-type: none"> <li>Compliant tax invoice / receipt – refer <a href="#">Tax Invoices</a></li> <li>Amounts and dates align to transaction</li> <li>GST has been claimed correctly</li> <li>Expense is compliant to University Policy &amp; Procedures</li> </ul>
Coding of transaction	<ul style="list-style-type: none"> <li>Account codes match the expense</li> <li>Meals and catering expenses are coded correctly – refer to <a href="#">Meal &amp; Entertainment Matrix</a></li> <li>Personal or private expenses coded to 5158 (Private)</li> </ul>
Entertainment/gifts	<ul style="list-style-type: none"> <li>Names of participants or recipient of gift e.g. staff / non staff for Fringe Benefits Tax purposes</li> <li>Appropriate use of University funds re entertainment / gifts</li> </ul>
Travel	<ul style="list-style-type: none"> <li>If the travel budget was exceeded, justification is given and adequate budget is available</li> <li>If international travel ensure transaction is linked to travel requisition</li> <li>Same project code on travel requisition as used in acquittals</li> <li>Accommodation matches the number of people</li> <li>Petrol costs claimed are for hire cars only - if not refer to <a href="#">Allowances</a></li> </ul>
Incidental Allowances/Expense Claims	<ul style="list-style-type: none"> <li>Incidental allowance claimed matches travel requisition</li> <li>No double dipping – check for incidental allowance and low value expenses on card</li> <li>Reimbursement claims are not older than 3 months in line with the <a href="#">Reimbursement Procedures</a></li> </ul>