

## **CORPORATE 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**

- i. Only the following people may authorise the issue of University corporate credit cards and set the credit limit in accordance with Procedure 1 ii :  
Vice-Chancellor and President  
Deputy Vice-Chancellor and Vice-President (Academic)  
Provost and Deputy Vice-Chancellor and Vice-President (Research)  
Chief Operating Officer  
Executive Deans  
Pro Vice-Chancellors  
Heads of School  
Branch Heads  
Corporate Managers  
Associate Director, Procurement Services
- ii. University corporate credit cards may only be issued to continuing or fixed term salaried staff in line with the following monthly credit card delegations:
  - Level 1: \$5,000 monthly limit
  - Level 2: \$10,000 monthly limit
  - Level 3: \$25,000 monthly limit.
- iii. Changes to a cardholders monthly credit card delegation require approval by those listed in 1i.
- iv. Exceptions outside these delegation limits, either temporary or permanent, require additional approval by the Associate Director, Procurement Services.
- v. The issue of University corporate credit cards is also subject to approval by the issuing bank.
- vi. 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:** Cardholders, nominees and approvers

Anyone involved in the use, acquittal or approval of expenses is advised to undertake [training](#) before commencing use or approval 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 the University corporate credit card and the security of credit card information. Cardholders must not:
  - assign or transfer the University corporate credit card to another person,
  - use another staff members University corporate credit card without the cardholder's specific authority, or
  - use the University corporate credit card after relationship with the University has been suspended or ceased.
- ii. Spend University funds prudently and only for transactions associated with approved academic, administrative, commercial and community activities of the University. Only use the University corporate credit card for:
  - travel and entertainment purchases in accordance with the [Travel & Entertainment Policy & Procedures](#).
  - general purchases up to \$2,000 or online purchases in accordance with the [Purchasing Procedures](#).
- iii. Do not use the University corporate credit card to purchase University Assets (Capital >\$10K or Non-Capital \$4 – \$10K) unless it can only be purchased online.
- iv. Private expenditure on a University corporate credit card e.g. a personal purchase or purchase for the sole benefit of the cardholder is not permitted. In such cases, the following will apply:
  - private expenditure coded to University project codes or repeated instances of private use (even if coded to "private") may be considered fraud under the [Fraud and Corruption Control Policy](#), the card limit reduced to zero and use of the card prohibited or cancelled permanently (refer to section 8).
  - cardholders who code transactions to "private" will be issued an invoice to recover the full amount, payable within 14 days, as per the [Revenue & Debt Management Procedures](#). Individual payment terms cannot be negotiated.

The following examples are considered private expenditure:

- gifts, food and related items for non-business activities such as birthday celebrations
- private travel costs of family/partners (with the exception of allowed expenses incurred against a Dependant Travel Grant) - where split charging is not available, the staff member must pay in full with private funds and seek reimbursement of the business related portion
- private telephone accounts, including internet/broadband services - these should be paid by the account holder and the staff member seek reimbursement of the business related portion.

Guidance on appropriate and inappropriate expenses is provided in **Appendix A**.

#### 4. SUPPORTING DOCUMENTATION

**Responsibility:** Cardholder

- [Valid tax invoices](#) must be obtained from the supplier and attached to the transaction in the Expense Management System, along with any other supporting documentation.
- EFTPOS receipts are not accepted as a valid tax invoice.
- If no tax invoice, complete a [Lost or Unobtainable Tax Invoice/Receipt Declaration Form](#)
- Once the transaction has been approved in the Expense Management System, the physical tax invoices can be discarded.

#### 5. ACQUITTAL

**Responsibility:** Cardholder

- 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).
- If acquittals are not completed by the due date, cardholders (and 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.
- 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, Procurement Services.

#### 6. ACQUITTAL REVIEW

**Responsibility:** Acquittal approvers

- Review all acquittals to ensure appropriate supporting documentation is attached and expenditure complies with Procedure 3 (see **Appendix B** for Approver Guidelines).
- 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).
- If a transaction submitted for approval appears to be in breach of these procedures, refer the transaction back to the cardholder using the expense management system "Information Required" option.
- Do not approve the acquittal of your own expenses, or those of a person to whom you directly report.

**Responsibility:** Cardholder

- 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; and/or
  - if requested, acquit the transaction to 'private' noting further action may result as per Procedure 3v.

#### 7. RETURN OF UNIVERSITY CORPORATE CREDIT CARD

**Responsibility:** Cardholder

- 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 1i, for any reason.

If misuse (refer to examples under Appendix A) or fraud is suspected (refer to section 3. iv) the Associate Director, Procurement Services may authorise the card limit reduced to zero and use of the card prohibited for a length of time or until a full investigation has occurred (whichever appropriate). Investigation may result in the card being cancelled permanently and disciplinary action.

## 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:

- payment for goods/services in full or part supply;
- deposits for goods and services e.g. venues for entertainment purposes
- subscriptions for the University;
- travel and entertainment expenses, including conference fees, deemed appropriate under the [Travel and Entertainment Policy and Procedures](#);
- general purchases up to \$2,000 or online purchases in accordance with the [Purchasing Procedures](#).

Inappropriate uses of a University corporate credit card may include:

- internal payments to the University (e.g. donations, replacement staff cards, internally run courses such as PCE);
- travel costs where the employee has elected to receive reimbursement for actual costs or has elected to receive a specified travel advance/incidental allowance;
- 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;
- stationery and general supplies available from the University's approved mandated supplier;
- 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 ITDS and purchased from managed application outlets such as Apple Store);
- splitting purchases to avoid purchasing policy requirements;
- 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. If using your own vehicle on University business submit an [allowance claim](#);
- tipping is not expected within Australia; if it is culturally expected and appropriate, tips and gratuities may be paid with the University's corporate credit card where a set percentage service charge is added to the bill;
- donations in any form made to any political party or political association.
- passports and passport photographs;
- fines e.g. parking and speeding;
- purchases from multi-vendor websites (unless prior approval is obtained as per 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 these 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) – refer to Private Use</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>Same project code on travel requisition as used in acquittals</li> <li>Accommodation matches the number of people</li> <li>Fuel costs claimed are for hire cars only – if using a private vehicle for University business, they must claim an <a href="#">allowance</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>
Private Use	<ul style="list-style-type: none"> <li>Private use of the card may be inadvertent or due to mitigating circumstances however a reason must always be provided by the cardholder</li> <li>Repeated instances must not be tolerated, in any circumstance. For guidance on how to manage this, seek advice from the <a href="#">Expense Management Team</a>.</li> </ul>