

# Credit Card Procedures

<b>Policy Hierarchy Link</b>	Procurement Policy		
<b>Responsible Officer</b>	Director of Finance		
<b>Contact Officer</b>	Accounts Payable or email to <a href="mailto:cardhelp@unsw.edu.au">cardhelp@unsw.edu.au</a>		
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## 1.0 PURPOSE & SCOPE

This document explains how UNSW credit cards are obtained, used and managed.

UNSW credit cards are intended to provide an efficient method of purchasing travel, accommodation and low value goods and services for UNSW purposes.

All other goods and services should not be purchased with the UNSW Credit Card. See [www.fin.unsw.edu.au/files/PP/Purchase\\_Order\\_Procedure.pdf](http://www.fin.unsw.edu.au/files/PP/Purchase_Order_Procedure.pdf) for how to make a purchase order.

## 2.0 DEFINITIONS

**Cardholder:** The staff member whose name appears on the UNSW Credit Card

**Card supervisor:** The financial delegate of the cardholder; typically the direct manager of the cardholder.

**UNSW Credit Card:** The credit card provided by the University and identified by UNSW branding.

**Personal Expenses:** Any expense that is not for UNSW business purposes.

## 3.0 RESPONSIBILITIES & ACCOUNTABILITIES

The primary responsibilities and accountabilities in relation to the issue and use of credit cards rest with the:

- Cardholder
- Card supervisor
- Finance

### 3.1 Responsibilities of Cardholder

Cardholders have responsibility to:

1. Ensure their credit card is used for UNSW business purposes only and not for personal expenses
2. Be mindful of their position of trust with the use of public funds and to obtain value for money at all times when using the UNSW credit card
3. Ensure transactions do not exceed transaction purchasing limits:

*\$1,000 excluding GST (with the exception of travel and accommodation, or where written approval has been given by the faculty or divisional head)*

4. Not use their credit card to make cash withdrawals.
5. Not use their credit card to purchase, or put a deposit on any goods and services that should otherwise be acquired through a purchase order.
6. Not split purchases into smaller amounts, or over separate cards, to avoid the UNSW Purchase Order Procedure..
7. Not allow any other persons to use the credit card.
8. Keep their credit card secure and their Personal Identification Number (PIN) confidential at all times. Note that a PIN number is essential for overseas card use.
9. Obtain original receipts for all purchase transactions, and where the transaction exceeds \$75 excluding GST provide a Tax Invoice.
10. Ensure that credit card purchases are reconciled within 14 days of the statement end date, and that all necessary documentation (see section 5.0) is sent to Accounts Payable within 21 days of the statement end date.
11. Report a lost or stolen card immediately to Westpac (see section 5.3)

### **3.2 Responsibilities of Card Supervisor**

Card supervisors have responsibility to:

1. Review statements to ensure that all expenses incurred by the cardholder on their UNSW credit card are for UNSW business purposes only.
2. Review statements to ensure that there is no evidence of payment splitting, pre-payments for high value goods and services, or any other transactions that do not comply with section 3.1.
3. Not ask or allow the card holder to use their UNSW credit card to purchase goods and services on their behalf
4. Approve or deny the expenses within 14 days of the end of the statement period, or where the card holder does not provide the necessary documentation within 14 days of the end of the statement period, within 7 days of it being provided.
5. Collect and secure the UNSW credit card of staff that will be on leave for a period of 3 months or more until their return

6. Where the card holder's employment with UNSW is terminating:
  - (i) ensure that they have correctly reconciled all of their credit card expenses in the New South Financials system
  - (ii) verify that they have provided Tax Invoices and other required supporting documentation for all of their credit card expenses
  - (iii) collect the UNSW credit card from the cardholder prior to their departure
  - (iv) destroy the credit card by cutting through the card number and send it to Accounts Payable
7. Ensure that the card supervisor has delegated approval authority to someone of seniority to review the cardholder's statement if they will be travelling, or on leave and unable to fulfill their responsibilities.

### 3.3 Responsibilities of Finance

Finance has responsibility to:

1. Support cardholders, supervisors, and reconcilers with the scope, usage and conditions applying to the UNSW credit card
2. Prepare monthly report on credit card expenditure for distribution to appropriate senior officers in the University to support the efficient management of credit cards across the University
3. Provide procedures on the use of UNSW credit cards
4. Establish transaction and credit limits for the cardholder

## 4.0 OBTAINING A UNSW CREDIT CARD

UNSW credit cards are generally issued to UNSW employees, and can only be issued to non-employees with the approval of the Director of Finance.

To obtain a UNSW credit card follow these steps:

1. Download and complete the [UNSW Credit Card Application form](#) (CC1) which must be signed by you, your proposed card supervisor and the head of your faculty / division (and the Director of Finance for non-employees).
2. If you do not already hold the required UNSW financial delegation, log into [myUNSW](#) and apply for it (unless you are a non-employee).
3. Visit Accounts Payable (or the ADFA Cashier for ADFA staff) with the completed [UNSW Credit Card Application form](#) and sufficient identification to pass the [100 point check](#).
4. You will receive an email when the credit card is available for pick up from Accounts Payable Level 2 South Wing of the Chancellery (or the ADFA Cashier for ADFA staff). Photo identification must be shown to collect the card.

## 5.0 RECONCILING CREDIT CARD PURCHASES

The procedures for reconciling credit card expenses in New South Financials are explained in the [Quick Reference Guide](#) and [Online Training Tool](#).

In particular, please ensure that you:

1. enter the correct chartfields for each expense including an active Department, Fund and Project ID
2. do not charge expenses to a research grant unless permitted to do so under the grant conditions
3. check that the GST amounts shown in New South Financials agree to the Tax Invoices
4. split expenses that are only partially subject to GST into two lines to obtain the correct GST result
5. divide entertainment, travel and other expenses correctly between employees and non-employees for Fringe Benefits Tax purposes
6. flag any disputed transactions for follow-up by Accounts Payable and Westpac (if these are not flagged promptly then UNSW might lose the right to dispute them)

It should be noted that you do not need to wait until the end of the statement period to reconcile your credit card expenses. This can be done at any time as expenses usually appear in New South Financials the day after they are incurred.

### 5.1 Unavoidable personal expenses

The UNSW credit card is to be used for UNSW business purposes only. Private expenses are not allowed on the card unless they are unavoidable. This is defined as situations where it is not possible to separate personal from business expenditure in a particular transaction, or in an emergency or crisis situation. Cardholders are required to reimburse personal expenditure as soon as practically possible.

Repayments of personal expenses are to be made with BPAY, using biller code 5181 and the credit card number as the customer reference. The next statement will show a credit on your card with the amount you have repaid. The personal expenditure and reimbursement are to be coded to "Private Expend only".

There is no repayment facility through the university cashier and it is no longer a requirement to complete an L20 form.

Cards with outstanding personal expenditure will be automatically suspended.

### 5.2 Tax Invoice Requirements

As mentioned above, UNSW credit card holders must supply valid Tax Invoices to Accounts Payable, for all expenses that are subject to GST and exceed \$75 (excluding GST).

UNSW needs these Tax Invoices to claim credits for the GST from the government.

A Tax Invoice must contain the following information to be valid:

1. the words "Tax Invoice"
2. the supplier's name and Australian Business Number
3. the recipient's name (ie, UNSW or your name) where the expense is \$1,000 or more including GST
4. the date on which the invoice is issued
5. a description of the goods or services supplied, including the quantity if applicable
6. clear identification of any goods or services that are not subject to GST at the standard rate of 10%
7. the price of the goods or services (including GST)
8. the amount of GST charged or a statement such as "The total price includes GST"

### **5.3 Lost & Stolen Cards**

If you are in Australia and discover that your UNSW credit card has been lost or stolen, report this immediately to Westpac by telephoning 1300 651 089 or visiting a branch.

If you are overseas at the time, contact an international operator to book a reverse charge call to Westpac on (+61 3) 6345 1058.

These telephone lines operate 24 hours a day, 7 days a week.

Lost or stolen cards must also be reported to Accounts Payable by telephone or email to [cardhelp@unsw.edu.au](mailto:cardhelp@unsw.edu.au).

### **5.4 Consequences Of Breach**

UNSW reserves the right to suspend or cancel a credit card, where there is a failure to comply with the card holders' responsibilities set out in section 3.1.

If you incur personal expenses on a UNSW credit card you must repay UNSW immediately for the expenses. You may also be required to repay UNSW where other responsibilities are breached, such as the responsibilities to reconcile expenses and provide sufficient documentation.

Where you are unable to meet a responsibility for a legitimate reason (e.g., you cannot reconcile your credit card purchases in NS Financials because you are absent from the office for an extended period on business travel or sick leave) please let your card supervisor and Accounts Payable know as soon as possible.

## 6.0 CREDIT CARD LIMITS

The default limits for UNSW credit cards are \$2,200 per transaction and \$10,000 per month.

If you are applying for a UNSW credit card and would like to request higher or lower limits you can do so on the [UNSW Credit Card Application form](#).

If you already have a UNSW credit card and wish to apply for a temporary or permanent adjustment to the limits, complete the [Credit Card Limit Change form](#) (CC2) and send it by internal mail to Accounts Payable.

Accounts Payable will process the request and inform you of the outcome. Please note that your per transaction limit cannot exceed your UNSW financial delegation.

## 7.0 EXPIRY OF CREDIT CARDS

Before your UNSW credit card expires Westpac will automatically issue a replacement card, and notify you of this fact by letter sent to your home address.

As with new cards, replacement cards must be picked up from Finance Level 2, South Wing Chancellery Building.

### Appendix A: History

Version	Authorised by	Approval Date	Effective Date	Sections modified
1.0	Vice-President, Finance and Operations	16 April 2012	16 April 2012	
2.0	Acting Vice- President, Finance and Operations	26 July 2013	26 July 2013 to 14 May 2014	Review