



PROCEDURE		CREDIT CARD PROCEDURE					
Version	4.1	Approval date	12 July 2016	Effective date	12 July 2016	Next review date	April 2019
Procedure Statement							
Purpose		This Procedure supports the UNSW Credit Card Policy and provides clear direction on how UNSW credit cards are obtained, used and managed (Credit card portal).					
Scope		This Procedure applies to all University staff regardless of their level or seniority.					
Are Local Documents on this subject permitted?		<input type="checkbox"/> Yes		<input type="checkbox"/> Yes, subject to any areas specifically restricted within this Document		<input checked="" type="checkbox"/> No	
Procedure Processes and Actions							

1.	Purpose of credit cards.....	1
2.	Roles and Responsibilities in relation to Credit Cards	1
3.	Credit Card use	2
4.	Eligibility.....	3
5.	Procedure	3
5.1	Application.....	3
5.2	Credit Limits	3
5.3	Administration.....	3
5.4	Suspension and cancellation of Credit Cards	4
6.	Monitoring of Credit Card expenditure	4

1. Purpose of credit cards

The University provides a credit card facility to enable the secure purchase of goods and services in support of legitimate University business.

UNSW credit cards are intended to provide an efficient method of purchasing travel, accommodation and minor (purchases below \$ 3,000) or urgent items where no UNSW [preferred supplier](#) agreement is in place.

Staff issued with a UNSW credit card are in a position of trust regarding the use of University funds. Expenditure on a UNSW card must be in accordance with the Fundamental Requirements set out in the Credit Card Policy.

2. Roles and Responsibilities in relation to Credit Cards

The roles and responsibilities under the Credit Card Procedure can be summarised as:

Roles and Responsibilities Matrix				
	First line of defence:		Second line of defence:	
	<i>Card holder</i>	<i>Card supervisor</i>	<i>Dean/Divisional Head or delegate</i>	<i>VP FO or delegate</i>
Complying with the credit card policy	✓	✓	✓	✓
In particular using the credit card only for business-related expenses	✓			
Maintaining original receipts for all credit card purchases	✓			
Reconciling the credit card on a timely basis	✓			
Approving the credit card expenditure on a timely basis		✓		
Monitoring credit card expenditure			✓	
Sampling credit card expenditure				✓
Withdrawing/cancelling credit cards				✓

3. Credit Card use

All transactions on the card must be for a legitimate University purpose. The [Credit Card Portal](#) provides information on how to obtain, use and manage a UNSW Credit Card.

Card Holders are responsible for the safe-keeping of their UNSW credit card and must keep their credit card secure and their Personal Identification Number (PIN) confidential at all times. Lost or stolen cards must be reported immediately 24/7 to Westpac by telephoning 1300 651 089 (internationally by reverse charge to Westpac +61 3 6345 1058) or by visiting a branch. The Card Holder must also immediately report the loss to the Finance Help Desk by telephone (9385 3330) or email to financehelp@unsw.edu.au.

Original receipts and tax invoices must be obtained for all transactions, including Paywave (contactless) transactions. In the event of lost or unobtainable invoices/receipts a [Transaction Declaration Form \(PCDT\)](#) must be completed and submitted, unless the transaction value is less than AUD\$82.50 (including GST). Where expenditure on the card cannot be substantiated as expenditure for a legitimate University purpose, it will be treated as private expenditure, meaning that the amount must be repaid, and the use of the card will be treated as a breach of the Credit Card Policy and this Procedure.

Where a preferred supplier arrangement does not exist, all purchases under \$3,000 which meet the requirements of the Credit Card Policy should be made using a UNSW credit card where possible and subject to credit limits (see 7.2).

Where a preferred supplier does exist or the cost is over \$3000, the goods or services should be purchased using a UNSW purchase order in accordance with the UNSW [Procurement](#) Policy.

The following items/services must not be purchased using a UNSW credit card:

- Personal expenditure.
- General office supplies, information technology equipment or other items where a preferred supplier contract exists.
- Goods or services to a value above \$3,000 without authorisation.
- Loyalty and frequent flyer airline memberships (excludes Lounge memberships – refer to Travel Procedure Section 4.4)
- Payment of fines or penalties.
- Laboratory consumables that require monitoring via Sciquest and registration via the purchase order system.
- Donations (including charitable or political) and sponsorships.
- Travel-related expenditure including meals and incidentals for which the Card Holder has received a per diem/travel allowance.
- Purchase of cash exchangeable products (e.g. Traveller's Cheques, foreign currency).
- Direct debits (unless pre-approved by the Director of Finance).

The credit card is issued in the individual staff member's name and use by any other person is prohibited.

Purchases must not be split into smaller transactions (or over multiple credit cards) to circumvent expenditure or transaction limits.

If the Card Holder is taking significant leave exceeding six (6) months (i.e. maternity leave, long service leave or extended sick leave) the card should be returned to Finance Shared Services. The functional credit card limit will be brought to zero.

4. Eligibility

The University may issue a credit card to an applicant who:

- is a continuing or fixed term employee of the University
- has an approved financial delegation
- is required to make purchases as part of their role and responsibilities
- agrees to abide by the conditions of use as stated in the credit card application form, and to comply with the Credit Card Policy, this Procedure and all other relevant University policies and procedures.

5. Procedure

5.1 Application

To apply for a credit card, staff must complete and sign a [Credit Card Application \(CC1\)](#) form and submit for approval by the delegating authority. The form is then submitted to Finance Shared Services for processing.

Only one credit card will be issued to each Card Holder at any one time.

Credit cards are issued in accordance with their financial delegation.

5.2 Credit Limits

Credit card limits are set to minimise risk to the University from misuse of cards without constraining staff in effectively undertaking their roles.

Default limits for credit cards are set at \$10,000 per month and individual transaction limits are set at \$3,000. Card Holders must not exceed their transaction and/or monthly limits and Card Supervisors must not approve such expenditure.

Increases to the default credit card or transaction limits must be approved by the Card Supervisor through the [Limit Change \(CC2\)](#) form. Transaction limits can be set at a lower limit than the default amounts by the Card Supervisor.

5.3 Administration

Reconciliation of the credit card statement

The credit card statement must be reconciled within one month after statement date.

An email will be sent to the Card Holder at the beginning of each month detailing both unreconciled and unapproved overdue transactions.

It is the responsibility of the Credit Card Holder to obtain sufficient supporting documentation from the supplier in relation to each purchase made on their credit card. This documentation must evidence that a transaction has been processed on the credit card and support the transaction as a valid business-related expense.

Credit card transactions which remain outstanding and unreconciled for more than one month will attract a warning email to the Card Holder and Card Supervisor, advising them that the credit card will be suspended if action is not taken immediately.

Any credit card that remains unreconciled or unapproved for a period longer than two months after the statement date will be cancelled without further warning. A letter will be sent to the Dean/Divisional Head

or delegate to advise them of the action taken. In the absence of exceptional circumstances, expenditure on the credit card in the period which has not been reconciled and approved will be treated as private expenditure, meaning that the amount must be repaid, and the use of the card will be treated as a breach of the Credit Card Policy and this Procedure.

Approval of the credit card statement

Approvals must be completed within one month after the statement period. Card Supervisors must verify that expenditure is in line with the requirements of this Procedure and ensure appropriate tax invoices/receipts are electronically attached. Staff members cannot approve their own expenditure.

The credit card statements of the University Senior Executive will be approved by the President and Vice-Chancellor and/or his nominee.

5.4 Suspension and cancellation of Credit Cards

Failure to use the credit card in compliance with UNSW policy and procedures will result in revocation, possible disciplinary action and a possible requirement for repayment by the employee.

Fraudulent or other intentional misuse of the credit card will be reported by UNSW to the police and may also be reported to the Independent Commission Against Corruption.

A Credit Card may be suspended or cancelled for the following reasons:

- Loss of the card
- Non-compliance with the conditions of use including misuse of the card in the form of unacceptable or inappropriate expenditure.
- The security of the card is compromised or it is used unlawfully by third parties.
- Continued non reconciliation and/or appropriate approval of monthly credit card statements.
- Transfer to another position or unit within the University that does not require the credit card purchasing facility, where the transfer is either permanent or of a duration in excess of 12 months.
- The position currently held within the unit no longer requires a credit card purchasing facility or the card has not been used for 6 months.

Before terminating employment at UNSW, Card Holders must fully reconcile their card expenditure, and surrender the card to UNSW Accounts Payable after destroying it by cutting through the card number.

6. Monitoring of Credit Card expenditure

The Faculties and Divisions are responsible for monitoring credit card expenditure on a monthly basis. The monitoring activities will identify inappropriate expenditure and transactions not verified by the Card Holder and/or approved by the Card Supervisor.

The Director of Finance, or delegate, will review monthly a sample of credit card expenditure across UNSW, including the verification of receipts.

A report identifying Card Holders who fail to meet the reconciliation and approval deadline consistently will be prepared monthly for the Director of Finance.

Periodic audits may be conducted into compliance with the Credit Card Procedure by Internal Audit.

Revision History				
Version	Approved by	Approval date	Effective date	Sections modified
4.0	President and Vice-Chancellor	8 April 2016	8 April 2016	All sections

4.1	Administrative update by the Director of Governance	12 July 2016	12 July 2016	Section 1, 3, 5, 7.1-2: finance website links updated
Supporting Information				
Parent Document (Policy)	UNSW Credit Card Policy			
Supporting Guidelines	Credit Card Application Form (CC1) Credit Card Limit Change Form (CC2) Transaction Declaration Form (PCDT)			
Related Documents	Nil			
Superseded Documents	Credit Card Procedure, version 4.0 approved by the President and Vice Chancellor on 8 April 2016			
UNSW Statute and / or Regulation <i>Any variation to Policy or Procedure must remain consistent with the parent statute or regulation</i>	Nil			
Relevant State / Federal Legislation	Nil			
Accountabilities				
Responsible Officer	Vice-President, Finance & Operations			
Contact Officer	Director of Finance financehelp@unsw.edu.au			
Definitions and Acronyms				
Card Holder	The staff member whose name appears on the UNSW Credit Card			
Card Supervisor	The financial delegate of the Card Holder; typically a staff member nominated to supervise the use of the credit card by the Card Holder			
UNSW Credit Card	Credit card provided by the University and identified by UNSW branding			
Personal Expenses	Any expense that is not for UNSW business purposes			
Reconcile	The processing of a card transaction in New South Financials so that its costing, GST and FBT expenses are coded to the appropriate ChartFields			
Suspended card	Use of the card is suspended by reducing the available balance to \$0 (zero) until further notice			
Cancelled card	Card is notified to Westpac as no longer active and can no longer be used			