

Credit Card Procedures

Never Stand Still

FINANCE: Director of Finance

Policy Hierarchy Link	Procurement Policy		
Responsible Officer	Director of Finance		
Contact Officer	Accounts Payable or email to cardhelp@unsw.edu.au		
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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 where no preferred supplier agreement is in place for UNSW business purposes.

All other goods and services should be purchased in accordance with the *UNSW Procurement Policy* (<https://www.gs.unsw.edu.au/policy/documents/procurementpolicy.pdf>) and with a UNSW Purchase Order (see www.fin.unsw.edu.au/files/PP/Purchase_Order_Procedure.pdf) and not paid using a UNSW Credit Card.

2.0 Definitions

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

Card supervisor: The financial delegate of the cardholder; 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.

3.0 Responsibilities & Accountabilities

The 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 only used for UNSW business purposes. If there is personal expenditures incurred on the card due to unavoidable circumstances, ensure that such expense is promptly reimbursed (see Section 5.1).
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 (Section 6.0).
4. Not use their credit card to purchase, or put a deposit on, goods and services that should otherwise be acquired through a procurement process and purchase order.
5. Not split purchases into smaller amounts, or over separate cards (such activity would contravene UNSW Purchase Order Procedure).

6. Not allow any other persons to use the credit card.
7. Keep their credit card secure and their Personal Identification Number (PIN) confidential at all times.¹
8. Obtain original receipts and Tax Invoices (where the transaction exceeds \$75 excluding GST see section 5.2) for all purchase transactions.
9. Ensure credit card purchases are reconciled within 14 days of statement end date, and all necessary documentation (see section 5.0) is provided to the card supervisor for approval.
10. Once approved by the card supervisor, ensure that all necessary documentation is electronically attached in NS Financials within 21 days of the statement end date.²
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 only for UNSW business purposes. If personal spend is identified (Section 5.1), ensure that such expense is reimbursed promptly.
2. Review statements to ensure that there is no evidence of payment splitting, partial payments for any goods and services which could be procured under the purchase order 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 7 days from the date it was provided by the card holder for approval.
5. Collect and secure the UNSW credit card of staff who will be on leave for a period of 3 months or more
6. Where the card holder's employment with UNSW is terminating:
 - i) ensure that they have correctly reconciled (see section 5.0) all of their credit card expenses in the New South Financials system
 - ii) ensure there is no outstanding personal spend debt.
 - iii) verify that they have provided Tax Invoices and other required supporting documentation for all of their credit card expenses
 - iv) collect the UNSW credit card from the cardholder prior to their departure
 - v) destroy the credit card by cutting through the card number and send it to Accounts Payable
 - vi) following termination, check cardholders transactions for late merchant transactions and ensure any such transactions are reconciled.
7. Ensure that an alternative card supervisor with appropriate delegated approval authority is arranged to review the cardholder's statement should the card supervisor

¹ From August 2014, Australian Credits Cards only accept a PIN for approval (no signature approval).

² Online approval will require supporting documents to be attached before sending to card supervisor

will be travelling, on leave or temporarily unable to fulfill their responsibilities.

- 8 Take corrective action for any breaches to this procedure (see Section 5.4).

3.3 Responsibilities of Finance

Finance has responsibility to:

1. Support cardholders, card 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 and the card supervisors 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
5. Provide communication to all credit card holders and card supervisors regarding changes in the credit cards process.
6. Review and update the procedure to be aligned with current best practice/process.
7. Monitor and take action on any personal spend transactions through monthly reconciliations. This is to ensure that credit card holders are complying with this procedure.
8. Develop reports that will be useful in monitoring and compliance of the procedure.
9. Cancel/Suspend cards in line with Section 5.4.

Note that, as an additional responsibility, the Director of Finance reviews and approves the credit card statements of the Senior Executive in the University.

4.0 Obtaining a UNSW Credit Card

UNSW credit cards are issued to UNSW employees only. Any exceptions to this should be referred to the Director of Finance.

To obtain a UNSW credit card the following steps should be taken:

1. Download and complete the [UNSW Credit Card Application form](#) (CC1) which must be signed by the card holder, the nominated 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 this. Non employees need to consult with Card Help within Shared Services.
3. Visit Accounts Payable (ADFA Cashier for ADFA staff) with the completed UNSW Credit Card Application form.
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 (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 a correct ChartField for each expense including an active Department, Fund and Project ID
2. do not charge expenses to a research grant unless permitted under the grant conditions
3. check that GST amounts shown in New South Financials agree to the Tax Invoices. Note: expenses that are only partially subject to GST should be divided into two accounting lines to separate the GST and GST free components as noted on the Tax Invoice
4. divide entertainment, travel and other expenses correctly between employees and non-employees for Fringe Benefits Tax purposes
5. 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).

You do not need to wait until the end of the statement period to reconcile your credit card transactions. This can be done at any time as transactions usually appear in the New South Financials Credit Card Module soon after the expense is incurred.

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.

Any unreconciled credit card transactions are accrued into a single expense account at period-end. Accurate reporting of the operating results of the business units by account is complete only on final reconciliation and approval of the card statement.

5.1 Unavoidable personal expenses

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

Cardholders are required to reimburse personal expenditure immediately. Repayments of personal expenses are to be made with BPAY, using biller code 5181 and the University credit card number as the customer reference/or similar. 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 you are no longer required to complete a cashier L20 form).

Cards with outstanding personal expenditure beyond 45 days may be suspended (see Section 5.4).

Finance is responsible to provide tools to monitor personal spend transactions to ensure compliance with the procedure

5.2 Tax Invoice Requirements

UNSW needs Tax Invoices to claim credits for the GST from the government. As mentioned in cardholder responsibilities (section 3.1), cardholders must obtain valid Tax Invoices for all expenses subject to GST that exceed \$75 (excluding GST).

To meet ATO requirements, 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, 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.

Following contact with Westpac, lost or stolen cards must also be reported to Accounts Payable by telephone or email to cardhelp@unsw.edu.au.

5.4 Consequences of Breach

UNSW reserves the right to suspend or cancel a credit card in the following situations:

- Cardholder's failure to comply with their responsibilities set out in section 3.1
- Other responsibilities are breached, such as not able to perform reconciliation of expenses set out in section 5.0 and providing insufficient documentation (section 5.2).

Card with outstanding personal expenditure beyond a reasonable time will be automatically suspended (see section 5.1).

6.0 Credit Card Limits

The limit for any card transaction (except travel and accommodation) is \$3,000 including GST, unless prior written approval for the transaction has been given by the faculty or divisional head.

The default limits for UNSW credit cards are \$3,000 per transaction and \$10,000 total per month.

Split payments are not permissible to circumvent card limits.

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](#). Refer to section 4.0 for more information with regards to obtaining a UNSW credit card. 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 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 (ADFA Cashier for ADFA staff).

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	Annual Review
3.0	Acting Vice-President, Finance and Operations	15 May 2014	15 May 2014	2.0 Definitions 3.1 Responsibilities of Cardholder 3.2 Responsibilities of Card Supervisor 3.3 Responsibilities of Finance 4.0 Obtaining a UNSW Credit Card 5.1 Unavoidable personal expenses 6.0 Credit Card limits