



Version	Approved by	Approval date	Effective date	Next review
2.0	President and Vice-Chancellor	30 November 2017	30 November 2017	November 2020
<b>Policy Statement</b>				
<b>Purpose</b>	To establish the requirements in relation to the issuing, use and management of UNSW Credit Cards.			
<b>Scope</b>	This Procedure applies to all University staff regardless of their level or seniority. This Policy covers: <ul style="list-style-type: none"> <li>• Acceptable use of UNSW Credit Cards</li> <li>• Cardholder responsibilities</li> <li>• Governance and audit of Credit Card usage</li> </ul>			
<b>Policy Provisions</b>				

## 1. Background

UNSW Credit Cards are issued to eligible employees for the payment of appropriate business expenses.

UNSW Credit Cards may be used as a payment option, if effective and efficient, to settle procurement activities, including procurement of travel, approved business entertainment expenditure, and low value goods and services where UNSW Credit Card is the preferred form of payment.

This policy is supported by the [UNSW Credit Card Procedure](#) which is intended to ensure a clear and consistent understanding and implementation of this policy. Using a credit card is a means to engage in a procurement activity. UNSW's [Procurement Policy](#) and [Procedure](#) therefore apply and all Card Holders and Card Supervisors must be aware of the *Procurement Policy*. This policy also assists the UNSW Credit Card Holders in remaining within the bounds of the [UNSW Code of Conduct](#), specifically the "obligation to the University in terms of responsible stewardship of its resources and protection of its reputation in the wider community".

Employees to whom UNSW issues a corporate card are placed in a position of trust. Intentional misuse of UNSW credit cards represents a breach of trust, and any misuse, whether intentional or otherwise, may expose the University to significant risk, including the risk of regulatory investigation and damage to reputation. Intentional misuse may also lead to disciplinary action.

## 2. Issuance

UNSW may issue a UNSW Credit Card to individuals who:

- Hold a position that involves a regular and demonstrated need to purchase in-scope specific goods or services, and/or has regular travel on UNSW business;
- Are willing to accept the terms, conditions and processing obligations of UNSW Credit Card usage; and
- Have an approved financial delegation.

Credit limits will be set to minimise risk to the University without constraining staff in effectively undertaking their roles.

## 3. Cardholder Responsibilities

All UNSW staff members issued with a credit card must comply with the following:

- All expenses must be for a legitimate University purpose, meaning they are reasonable and appropriate in the circumstances, and publicly defensible. The expenditure must not be or perceived to be excessive and must meet the following characteristics:
  - Necessary to perform a valid business purpose fulfilling the mission of the University;

- Reasonable in that the expense is not extreme or excessive, and reflects a prudent decision to incur the expense;
  - Appropriate in that the expense is suitable and fitting in the context of the valid business purpose; and
  - Allowable according to the terms of any federal regulation, sponsored contract, or University policy.
- For all transactions, original receipts or tax invoices must be obtained at the time of the transaction (including for contactless transactions). Cardholders must comply with all other UNSW requirements with respect to statement reconciliation (and otherwise) which are notified to them from time to time.
  - Personal expenditure must not be intentionally charged to the credit card, even if it is intended to subsequently repay the expenditure, except in extreme and defensible circumstances, in which case repayment must be made not later than within 14 days from transaction date.
  - Credit cards must be kept secure and under no circumstances should PINs (Personal Identity Numbers) be shared with third parties.
  - Purchases must not be split into smaller transactions (or over multiple credit cards) to circumvent expenditure or transaction limits.
  - All credit card statements must be reconciled and approved within one month after statement date.

Failure to use the credit card in accordance with this Policy and the UNSW *Credit Card Procedure* will result in revocation, possible disciplinary action and a possible requirement for repayment by the employee. In circumstances of intentional non-compliance, both HR and Internal Audit will be informed.

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.

#### 4. Roles and Responsibilities

The Vice-President, Finance & Operations has overall responsibility for the implementation and review of the *Credit Card Policy* and Procedure and communication of the Policy and Procedure to Credit Card Holders and Supervisors.

The Chief Financial Officer will ensure that appropriate procedures are in place to support the UNSW *Credit Card Policy* and Procedure, and are communicated to University Credit Card Holders and Credit Card Supervisors. Finance will ensure there are appropriate administrative procedures in place to support the Credit Card Holders and Credit Card Supervisors.

The Credit Card Supervisors are responsible to ensure the Credit Card Holders comply with the Policy and Procedure through review and approval of the Credit Card Holder's transactions.

Finance will monitor the unreconciled and unapproved credit card expenditure. Finance will conduct monthly review on rotational sample basis of the credit card use and expenditure.

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

<b>Accountabilities</b>	
<b>Responsible Officer</b>	Vice-President, Finance and Operations
<b>Contact Officer</b>	Chief Financial Officer
<b>Supporting Information</b>	
<b>Legislative Compliance</b>	Nil
<b>Supporting Documents</b>	<a href="#">Credit Card Procedure</a> <a href="#">Credit Card Monitoring Procedure</a>

<b>Related Documents</b>	<a href="#">UNSW Code of Conduct</a> <a href="#">Business Expense Policy</a> <a href="#">Business Expense Procedure</a> <a href="#">Procurement Policy</a> <a href="#">Procurement Procedure</a> <a href="#">Fraud and Corruption Prevention Policy</a> <a href="#">Travel Policy</a> <a href="#">Travel Procedure</a> <a href="#">Gifts and Benefits Procedure</a>			
<b>Superseded Documents</b>	Credit Card Policy, v1.1			
<b>File Number</b>	2017/26619			
<b>Definitions and Acronyms</b>				
<b>Cardholder</b>	The staff member whose name appears on the UNSW Credit Card.			
<b>Card Supervisor</b>	The financial delegate of the cardholder; typically a staff member nominated to supervise the use of the credit card by the Card Holder.			
<b>Personal Expenses</b>	Any expense that is not for UNSW business purposes.			
<b>Reconcile</b>	The processing of a card transaction and attaching all the relevant tax invoices, in New South Financials so that its costing, GST and FBT expenses are coded to the appropriate Chart Fields.			
<b>Transaction limit</b>	Maximum amount of expenditure allowed per month.			
<b>UNSW Credit Card</b>	Credit card provided by the University and identified by UNSW branding.			
<b>Revision History</b>				
Version	Approved by	Approval date	Effective date	Sections modified
1.0	President and Vice-Chancellor	8 April 2016	8 April 2016	New document
1.1	Administrative update by the Director of Governance	12 July 2016	12 July 2016	Section 1 and 3: links to Finance website
2.0	President and Vice-Chancellor	30 November 2017	30 November 2017	Revised document Section 1: reference to the UNSW Code of Conduct added Section 4: roles and responsibilities updated to reflect the new Finance structure