

POLICY		CREDIT CARD POLICY			
Area covered	This policy is University-wide				
Approval date	12 July 2016	Effective date	12 July 2016	Next review date	April 2019
Policy Statement					
Intent	The credit card policy provides the principles governing the use of UNSW credit cards by credit Card Holders and credit Card Supervisors.				
Scope	This policy applies to all UNSW staff				
Policy Provisions					

## 1. BACKGROUND

UNSW credit cards are intended to provide an efficient method of purchasing travel, accommodation and low value (purchases below \$3,000) goods and services where no preferred supplier agreement ([UNSW Preferred Suppliers](#)) is in place for UNSW business purposes.

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 [Procedures](#) therefore apply and all Card Holders and Card Supervisors must be aware of the Procurement Policy.

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. POLICY SCOPE

This policy applies to all UNSW credit Card Holders and credit Card Supervisors.

## 3. FUNDAMENTAL REQUIREMENTS

All UNSW staff members issued with a credit card must use their credit card based on the following guiding principles:

- All transactions on the card must be for a legitimate University purpose. Use of the card must satisfy UNSW's core procurement principles of probity and equity, risk management, value for money and fit for purpose. The expenditure must be reasonable and publicly defensible.
- Credit cards will be issued in accordance with [Financial Delegations](#) and credit limits will be set to minimise risk to the University without constraining staff in effectively undertaking their roles.
- For all transactions, original receipts or tax invoices must be obtained, at the time of the transaction (including for Paywave (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 charged to the credit card, even if it is intended to subsequently repay the expenditure.
- Credit cards must be kept secure and under no circumstances should cards or PINs (Personal Identity Numbers) be shared with third parties, including UNSW staff

- 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 within one month after statement date.
- All credit card expenditure must be 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 Director of Finance has overall responsibility for the implementation and review of the Credit Card Procedure and communication of the Procedure to credit Card Holders and Supervisors.

The Director of Finance will ensure that appropriate accounting procedures are in place to support the UNSW Credit Card Procedure, and are communicated to University credit Card Holders and credit Card Supervisors.

Finance Shared Services will monitor credit card expenditure and enable reporting for Faculties and Divisions. 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
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
Supporting Information				
<b>Supporting Procedures and Guidelines</b>	<a href="#">UNSW Credit Card Procedure</a> <a href="#">UNSW Code of Conduct</a>			
<b>Related Documents</b>	<a href="#">UNSW Procurement Policy</a> <a href="#">UNSW Procurement Procedure</a> <a href="#">UNSW Fraud and Corruption Prevention Policy</a> <a href="#">UNSW Travel Policy</a> <a href="#">UNSW Travel Procedure</a>			
<b>Superseded Documents</b>	Credit Card Policy, version 1.0 approved by the President and Vice-Chancellor on 8 April 2016			
<b>UNSW Statute and / or Regulation</b>	Nil.			
<b>Relevant State / Federal Legislation</b>	Nil.			
Accountabilities				
<b>Responsible Officer</b>	Vice-President, Finance and Operations			
<b>Contact Officer</b>	Director of Finance			

<b>Further Information</b>	
<b>Keywords for search engine</b>	Credit card, corporate card, cardholder, credit card holder, credit card transactions, credit card purchases
<b>Definitions and Acronyms</b>	
<b>UNSW Credit Card</b>	Credit card provided by the University and identified by UNSW branding
<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 in New South Financials so that its costing, GST and FBT expenses are coded to the appropriate ChartFields
<b>Transaction limit</b>	Maximum amount of expenditure allowed per month