

University Credit Card Policy

Approving authority	Finance, Resources and Risk Committee
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Document URL	http://policies.griffith.edu.au/pdf/University Credit Card Policy.pdf
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Description	This document sets out the Griffith University policy relating to use of the University's Credit Cards.

Related documents

[Agreement and Acknowledgement by Corporate Credit Card Holder](#)
[Agreement and Acknowledgement by Purchasing Card Administrators](#)
[Agreement and Acknowledgement by Expense Card Administrators](#)
[Code of Conduct](#)

[Expenditure of University Funds](#)

[Expenditure of University Funds Guidelines](#)

[Financial Management Practice Manual - Credit Card Procedures](#)

[Travel Policy](#)

External Links:

[ANZ Online Banking Security Tips](#)

[Treasurer's Guidelines for the use of the Queensland government Corporate Purchasing Card](#)

[\[Policy Statement\]](#) [\[Approval Process\]](#) [\[Responsibility of Cardholder\]](#) [\[Responsibilities of Finance Reviewer\]](#)
[\[Responsibilities of Supervisor\]](#)

1. POLICY STATEMENT

The University is committed to ensuring that payment mechanisms are in place to facilitate efficient and effective acquisition of goods and services. Provision of a credit card facility provides the University with a flexible and efficient payment method for high volume, low value payments as well as the ability to purchase goods and services where vendors only accept this form of payment.

Owing to the flexible and efficient nature of credit cards as a payment mechanism, the provision of a credit card to a University employee is intended to aid the employee in undertaking their role but it also requires a high standard of diligence and care to be exercised by both the cardholder and their supervisor.

A University credit card is to be used solely for the payment of expenses associated with official University business activities.

A cardholder must not charge personal expenditure to a University credit card under any circumstances.

The University may take disciplinary action in such circumstances or for any other misuse of a credit card. Failure to comply with the provisions of this policy, including timely acquittal of expenditure, will result in the withdrawal of the card.

The general conditions governing the use of credit cards are outlined in the [Financial Management Practice Manual – Credit Card Procedures](#).

2. CREDIT CARD SCHEMES

The University has three card schemes governed by this policy:

2.1 Expense Cards

These cards are issued to staff for low value purchases that are minor and frequent and associated with petty cash type expenditure and for other expenditure that does not benefit from purchasing support, where expedient delivery is critical, risk is low and the vendor requires payment by credit card (example: conference registrations and memberships).

2.2 Purchasing Cards

These cards are issued to staff responsible for purchasing goods/services on behalf of the University, acting in a 'buyer' role. Transactions are preapproved through purchase requests raised through the University finance system (Peoplesoft) by relevant financial approvers prior to the use of the card to make payment. Cardholders are required to undertake Queensland State Purchasing, Level 1 Accreditation.

2.3 Corporate Credit Cards

These cards are issued to Senior Executives and staff who are frequent travellers for the payment of expenses associated with official University business activities in their role. Cash withdrawals for international travel expenditure are permitted where cash is the only mode of payment accepted.

The use of corporate or expense credit cards is not intended to avoid or bypass appropriate procurement procedures. They are to be used in accordance with existing procurement and payment procedures, including the requirement to purchase from the University's preferred suppliers and in accordance with the 'Expenditure of University Funds' policy.

3. APPROVAL PROCESS

In order for a credit card to be issued to a staff member, the relevant officer (as noted below) must make a recommendation outlining the staff member's requirements for use of a University credit card. Cards can only be issued to employees who are in continuing or fixed term positions and cannot be issued to casual employees or employees on short-term appointments, except where deemed suitable on a case by case basis by the approving officer.

3.1 Expense and Purchasing Cards

Expense and Purchasing card applications are considered upon recommendation through the cardholder's Head of Element. The relevant DVC / PVC is responsible for approving the issue of Expense and Purchasing cards.

3.2 Corporate Credit Cards

Corporate card applications are considered upon recommendation from the relevant Pro Vice Chancellor / Deputy Vice Chancellor. The Vice Chancellor is responsible for approving the issue of Corporate Credit Cards to staff members.

Following approval the cardholder is required to submit an Agreement and Acknowledgement form. The cardholder is bound by the conditions set out in the form, as well as by the provisions of this policy.

4. MISUSE OF THE CARD

Misuse of a University credit card may result in the cancellation or withdrawal of the card, the cardholder being personally liable for repayment of transactions incurred and / or lead to action being taken against the cardholder by the University.

Misuse may include:

- using the card for a private transaction such as a personal purchase or purchases for the sole benefit of the cardholder
- assigning or transferring the card to another person
- using the card after the cardholder's employment has been suspended or terminated
- use of a University credit card by a person who is not the cardholder named on the card
- failing to maintain appropriate security over the card or any assigned PIN
- exceeding the financial delegation limits of the cardholder (except in the case of Purchasing cards, where the transaction has been financially approved by an appropriate approver prior to use of the card)
- non acquittal of credit card in a timely manner, including submitting incorrect or incomplete documentation on a regular basis.

Immediate action includes suspension of card where transactions are not acquitted within 30 days from the end of the calendar month and withdrawal of card where transactions are not acquitted within 60 days from end of month. Other disciplinary action may be taken where the staff member's conduct is considered to be misconduct or serious misconduct.

5. RESPONSIBILITIES OF CARDHOLDER

The University, as per the Queensland Treasury Guidelines governing the use of credit cards, is required to maintain digital images of receipts and invoices relating to expenditure incurred on University credit cards. The cardholder is responsible for submitting the receipts and invoices through the Expense Management System.

Cardholders are responsible for

- acquitting the monthly credit card transactions via the University Expense Management System and work flowing them for relevant financial approvals;
- submitting expense reports within 10 calendar days from end of month;
- keeping the card, card details (including the 3 digit card security code) and personal identification number (PIN) secure at all times;
- ensuring that they use the card in compliance with this policy and the University Code of Conduct;
- reporting the loss or theft of the card immediately to the Issuing Bank and Griffith Credit Card Administrator;
- reporting any identity breach or identity theft of the cardholder personal details, immediately to the Issuing Bank and Griffith Credit Card Administrator;
- lodging any disputed transactions with the Issuing Bank within 30 days from the transaction date;
- returning the card to the Finance Card Administrator on discontinuance of employment with the University or transfer to another element;
- ensuring that all final administration is performed prior to last payroll date.

6. RESPONSIBILITIES OF FINANCE REVIEWER

The Finance Reviewer is responsible for ensuring that the provisions of this policy have been followed before transactions workflow through the expense management system for approval.

The Finance reviewer must:

- ensure the timely reconciliation of transactions in the Expense Management System;
- review individual transactions in conjunction with the University's policies and procedures;

- ensure the cardholder has provided digital images of receipts or invoices to support the transaction (where possible) including GST compliant invoices where relevant.
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7. RESPONSIBILITIES OF SUPERVISOR

Supervisors with delegated approval authority are responsible for ensuring that the provisions of this policy have been followed before approval of credit card transactions via the Expense Management System. The approving authority for Corporate cardholders is the cardholders' Supervisor. In the case of Executive Group members the approver will be the Vice Chancellor.

The Supervisor must ensure:

- the cardholder's use of the credit card and expenses paid for by the cardholder comply with this policy and with other University policies including the University Code of Conduct;
- all transactions are supported by appropriate valid documentation submitted through the Expense Management System;
- card transactions are acquitted and reconciled, and if necessary disputed, on a monthly basis.
- in the event of a cardholder leaving the University or transferring to another element, that all final administration is performed prior to their last payroll date and the card is returned to the Finance Card Administrator.