CREDIT CARD POLICY

Section	Finance
Contact	Chief Financial Officer
Last Review	January 2026
Next Review	January 2029
Approval	SLT 26/01/02

Purpose:

The purpose of this policy is to define the rules and procedures governing the use of Massey Credit Cards:

The purpose of a Massey Credit Card is to provide an effective means of paying for everyday purchases and to reduce the reliance on staff reimbursements, cash advances, and one-off purchases processed via the Accounts Payable team.

Definition:

Credit Card: A bank-issued credit card that is available to Massey University staff so they can purchase goods and services on behalf of the University.

Policy:

- Credit Cards must only be used to pay for goods and services where the expenditure is business related and is incurred on behalf of the University.
- Expenditure must be reasonable, appropriate and in accordance with the University's policies and procedures related to expenditure.
- The Credit Card is a means of payment only and the use of the Credit Card does not reduce the requirement for appropriate purchasing and procurement decision-making and compliance with authorisation processes for entering into a commitment on behalf of the University.
- Credit Cards can only be issued by the University's approved credit card supplier.
- Staff applying for a Credit Card must hold a Delegation of Financial Authority (DFA) band E or higher for the relevant budget centre, as stated in the Delegations of Authority Policy, before a Credit Card can be issued. Staff must be directly involved in purchasing on behalf of the University or be required to travel overseas in the course of their duties. Information on how to apply for a Credit Card is available on OneMassey.
- Credit Cards will only be issued to staff who are permanently employed or on a fixed term contract of at least six months duration. While consideration may be given to contractors, discretion for this lies solely with the Deputy Vice Chancellor University Services or their delegate, following provision of a delegated authority in line with the requirements of the Delegations of Authority Policy.
- For cardholders whose monthly credit limit is up to $15,000, the per transaction limit is the same as the monthly credit limit. For cardholders with a monthly credit limit of over $15,000, the per transaction limit is $15,000.

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- Subject to a known or expected need, a Credit Card may be requested for new employees prior to their first day of employment. The Credit Card will not be issued until the employee commences work and has completed the training and the employee declaration.

- Credit cards are to be cancelled when the cardholder is no longer employed by the University. Credit cards that have not been used for a period of six months will be reviewed for continuation by the Review Team in consultation with the CFO.

- The cardholder is the only person authorised to use their Credit Card. The use of the Credit Card by others is not permitted and under no circumstances may a cardholder disclose their card details (i.e. card number, expiry date, PIN or 3-digit security code on reverse of card).\\

- All purchases made on Credit Cards must be coded and have supporting documentation uploaded via the FlexiPurchase Expense Management System (EMS) by the cardholder or their delegate. Approving manager is responsible for verifying that the coding is accurate and that the required documentation has been uploaded.

- If transactions are not completed (coded and copy of receipt uploaded) by the monthly deadline of the 15th of following month (e.g. transactions incurred in May must be completed by 15 June), card limits may be dropped to $1.00 until the required documentation and reasons for spend has been provided.\

- There are three levels of approval in the Expense Management System (EMS) – FlexiPurchase:
    - Manager 1 – responsible for approving staff reimbursements up to and including $5,000
    - Manager 2 – responsible for approving Credit Card transactions up to and including $5,000
    - Manager 3 – responsible for approving Credit Card transactions and staff reimbursements over $5,000

  Note: These Manager levels are specific to the EMS and may differ to other delegation levels as specified in the University's Delegations of Authority Policy.

  - An itemised receipt is required for all credit card purchases. EFTPOS slips and credit card statements are not acceptable. For purchases over $200, the receipt must include the supplier's GST number to be able to claim GST.

  - Credit Cards are supplied for genuine business expenditure only and are not to be used for personal purchases. Any personal purchases made in error must be refunded to the card immediately by internet banking online or visiting a BNZ branch. See instructions on OneMassey.

  - Credit Cards should not be used where the University already has a procurement arrangement for goods and services with preferred or mandatory suppliers. The University has arrangements with preferred suppliers for:

    - Travel – flights, accommodation, rental cars – through FCM – Please note that in some instances payment for the travel arrangements, particularly overseas accommodation and car hire, will need to be paid for by the
    - traveler. This is due to some international providers not accepting virtual credit cards or chargeback facilities.
    - Computer equipment, software, and supplies – to be ordered through TechOne CiA
    - Stationery – to be ordered through TechOne CiA (OfficeMax)
    - Fleet vehicle fuel – use fuel card provided in car.

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- All purchases relating to such expenditure must be made in accordance with those arrangements (to secure discount rates) and not paid by other means. Any exceptions need clearance from the relevant policy owner (i.e. Procurement clearance for travel/stationery, Estates for fuel and ITS for computing equipment, etc.).

- Any purchases which attract Withholding Tax such as payment for time worked or services, are not to be made on by Credit Card. These are to be paid on an invoice basis with invoice and IR330C declaration uploaded to CIA using invoice format APWHT. Accounts Payable will then process the payment to the contractor. Please refer to the Sensitive Expenditure and Gifts Procedures for further information.

- Authorised staff from Finance will undertake reviews of cardholder purchases on a systematic basis in accordance with financial policies and procedures. Each month listing of all Credit Card transactions for each reporting line will be circulated to BEMs and CEMs with potential breaches of expenditure policy identified for review. Monthly reports will also identify any transactions that have not been coded or approved by the stated deadlines.

- Any person found to be in breach of this policy or found using a University Credit Card to breach related policies (such as Sensitive Expenditure and Gifts Policy), may have their card cancelled, be subject to disciplinary action (including possible dismissal) and in the event of serious and willful misuse Police may be notified. In all cases of misuse, the University reserves the right to recover any monies from the cardholder by appropriate legal means including deduction from salary/wages. Suspected misuse will be reported to the cardholder's manager and the CFO. Where serious and willful misuse is suspected, the Director Risk and Assurance will also be notified.

- Internet Purchases using Credit Cards. Credit Card payments made on the internet need to reflect good security practice, such as purchasing only from reputable companies known to the University. The cardholder needs to keep a copy of any online order forms completed when making purchases. The practice also needs to be consistent with the University's normal purchasing controls.

Audience:

All Staff

Relevant Legislation:

None

Related Procedures and Documents:

Credit Card Security Policy
Delegations of Authority Policy
Sensitive Expenditure and Gifts Policy
Sensitive Expenditure and Gifts Procedures
Procurement Policy
Asset Financial Procedures
Fraud and Corruption Policy

Document Management Control:

Prepared by: Chief Financial Officer

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