Purpose:
To define the policies governing the use of credit cards for Massey University.

Introduction:
University procurement costs can be minimised by placing both the authority to buy and the means to pay for low value goods or services or capital purchases with authorised employees. This expedites small value purchases, reduces the reliance on petty cash and staff reimbursements, and reduces the number of small payment transactions processed through the Accounts Payable office.

Policy:
Credit cards can only be issued by the University’s approved credit card supplier.

- Staff applying for a credit card must have a Level 4 or above delegation as per the Delegations Authority Document or have been approved by the Assistant Vice-Chancellor, Finance, Strategy and Information Technology following endorsement by the relevant SLT member. An appropriate financial delegation is required to be in place before a card is issued. Staff must be directly involved in procurement on behalf of the University and willing to undertake training in the use of the card, and comply with the terms of the employee declaration.

- Credit cards will only be issued to staff who are permanently employed or on a fixed term contract of at least six month. While consideration may be given to contractors, discretion for this lies solely with the Assistant Vice-Chancellor, Finance, Strategy and Information Technology or her/his delegate.

- Subject to a known or expected need, a credit card may be requested for new employees prior to their first day. The card will not be issued until the employee commences duty, has undertaken formal training in credit card use and has approved financial delegation for the appropriate amount.

- Credit cards are to be returned and will be cancelled when the cardholders 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.

All requests to the bank for credit cards to be issued will only be made upon a completed application form, approved by the Assistant Vice-Chancellor, Finance, Strategy and Information Technology or her/his delegate.

- The card holder is the only person authorised to use their card. The use of the card by others is not permitted and on no occasion may a card holder disclose their card’s personal pin number to others.
Credit cards have been supplied for genuine business expenditure only and are not to be used for personal purchases. Persons breaching this policy may expect withdrawal of the card, disciplinary action, including possible dismissal and, for serious and wilful misuse, police action. In all cases of misuse, the University reserves the right to recover any monies from the cardholder by appropriate legal means.

The University has arrangements with preferred suppliers for travel (including rental cars), accommodation, computing equipment, stationery and fleet vehicle fuel. These purchases must be made in accordance with those arrangements and not charged to a credit card. For details of these arrangements refer to the Procurement Procedures.

Authorised staff from Finance will undertake reviews of cardholder purchases on a systematic basis in accordance with the Massey University Credit Card Procedures. In addition, audits will be carried out audits from time to time. In the event that policy and procedures have not been adhered to the cards may be cancelled. A report of findings will be directed to the cardholder’s supervisor / manager and the Assistant Vice-Chancellor, Finance, Strategy and Information Technology or her/his delegate.

Definitions:

Capital purchases include all purchases of computers (regardless of cost) plus property, plant and equipment costing over $2,000 excluding GST.

Audience:

All Staff

Relevant Legislation:

None

Related Procedures and Documents:

Credit Card Procedures
Delegations of Authority Document
Discretionary Expenditure Policy
Procurement Policy
Procurement Procedures
Fraud Prevention Policy

Document Management Control:

Prepared by: Chief Financial Accountant
Owned by: Assistant Vice-Chancellor, Finance, Strategy and Information Technology
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