

CREDIT CARD POLICY

Section	Finance
Contact	Chief Financial Officer
Last Review	September 2024
Next Review	December 2025
Approval	SLT 24/09/105

Purpose:

To define the policies governing the use of credit cards for Massey University (the 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 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 hold a Delegation of Financial Authority (DFA) band E or higher for the relevant budget centre, as stated in the Delegation Framework, before a card is 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. Staff who apply for a credit card are required to complete online training and an employee declaration. Line Managers are responsible for ensuring staff complete this training and declaration prior to a card being issued.
- Credit cards will only be issued to staff who are permanently employed or on a fixed term contract of at least six months. While consideration may be given to contractors, discretion for this lies solely with the Deputy Vice Chancellor University Services or her/his delegate, following provision of a delegated authority in line with the requirements of the Delegations of Authority Policy.
- Resources, including how to apply for a Massey credit card, are available [online](#)
- 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 over \$15,000, the per transaction limit is \$15,000.
- 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 the required DFA, has undertaken training, and completed 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 card. The use of the 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 number on reverse of card).
- Transactions must be coded by the cardholder and approved by the approving manager. Approvals must not be made to any transactions not coded and it is the approving managers responsibility to ensure that coding is completed on time
- Credit cards are supplied for genuine business expenditure only and are not to be used for personal purchases.
- 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 traveller. This is due to some international providers not accepting virtual credit cards or chargeback facilities.
 - Computing equipment –to be ordered through TechOne
 - Stationery – to be ordered through TechOne (OfficeMax)
 - Fleet vehicle fuel – use fuel card provided in car.

All purchases relating to such expenditure must be made in accordance with those arrangements (to secure discounted 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 a Massey 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. In addition, audits will be carried out from time to time.
- Persons 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 wilful 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 wilful misuse is suspected, the Director Risk and Assurance will also be notified.
- There are three levels of approval in the expense management system (EMS) – BNZ 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.

If the expense is \$200 or over, for any supplier registered for New Zealand GST, there must be an itemised GST invoice/receipt. EFTPOS slips and copies of credit card statements do not meet the GST tax invoice requirements and are therefore not acceptable. If no GST invoice/receipt is obtained, reimbursement will not be paid. There is an exception for mileage claims where evidence of the reason for the journey is required.

- **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 card holder 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:

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