



Financial Services Division

CORPORATE CREDIT CARD PROCEDURES

Corporate Credit Card Policy

Date approved:	18 August 2008	Date Procedure will take effect:	18 August 2008	Date of Next Review:	August 2011
Approved by:	Associate Director, Financial Services				
Custodian title & e-mail address:	Associate Director Financial Services finance_managers@uow.edu.au				
Author:	Financial Services Division				
Responsible Faculty/ Division & Unit:	Financial Services Division				
Supporting documents, procedures & forms of this procedure:	Corporate Credit Card Application Form Gold Corporate Credit Card Application Form Cardholder User Agreement				
References & Legislation:	Corporate Credit Card Policy				
Audience:	Internal – UOW Staff Only				
Expiry Date of Procedure:	Not applicable				

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1 Introduction

Not Available

2 Scope / Purpose

Not Available

3 Definitions

Not Available

4 Applying for a Corporate Credit Card

1. Staff who meet the eligibility requirements of the Policy may seek an application for Corporate Credit Card through Financial Services.
2. Staff may be issued one NAB Visa Corporate Credit Card.
3. All Corporate Credit Card applications will be verified for completeness and accuracy within Human Resources Division and Financial Services prior to the ordering of the card.
4. All applications that have not been accurately completed will be returned to the relevant authorisee or cardholder. Please make sure that you complete the Cardholder User Agreement and Corporate Credit Card Application Form. Please forward completed applications to the attention of Jodie Lawer in Financial Services. Gold Card applicants must complete the Gold Card Application Form and Cardholder User Agreement.
5. Gold Visa cards may only be issued to Officers who both travel overseas in the course of their duties or regularly entertain University stakeholders for business purposes. Approval for these cards must include the Gold Card application and a countersignature by either the Deputy Vice-Chancellor Operations or the Vice-Principal (Administration).

5 Renewal of Cards

1. Requests for individual lost or damaged cards are requested via memo to the Finance Officer. The Bank normally organises an immediate replacement.
2. Cards that are due to expire will receive a replacement in advance. Old cards must be destroyed and the replacement card signed by the Cardholder.

6 Reconciliation procedures

1. The full amount of the statement is charged to the Corporate Credit Card Clearing Account.
2. Cardholders will be responsible for querying the National Purchasing System to reconcile their monthly transactions within the 10 business days following the Statement Date (28th of the Month).
3. Each Cardholder receives his/her own Statement electronically.

7 Receipts

1. A sales voucher authorised by the Cardholder must be retained for each purchase to facilitate matching of transactions received from the bank. The Cardholder is to ensure that the goods purchased are adequately described on the sales voucher to also facilitate the entry of the purchase into the National Purchasing System. The description 'GOODS' or "SERVICES" is not acceptable. Other documentation that will require retention for matching against the bank transaction includes invoices issued by the supplier or goods received notes for equipment purchases.
2. Receipts for all Credit Card transactions will be retained locally within the Unit. Cardholders must be able to produce receipts on-demand



- For audit purposes. Where electronic document management systems are available to record receipts and/or other evidence of business transactions, this is the preferred medium for storage.

8 Disputed Transactions

- Disputed transactions must be resolved with the Supplier and the Bank by the Cardholder. The Cardholder must notify the Bank immediately for resolution and Financial Services should be informed for noting.
- Any unapproved statements will be charged to the Unit's housekeeping account, except for any disputed items informed to Financial Services Branch.

9 Internal Monitoring

- Transactions will be monitored monthly for a random group of Cardholders.
- Where a Cardholder holds an outstanding debt for the monthly Statement, this information will be logged and forwarded to the respective Financial Services staff member for resolution.
- Cardholder account in arrears for greater than 2 months will be brought to the attention of the Assistant Director, Financial Services for further action. This action may include, but is not limited to Unit account debiting, disciplinary and/or legal action against the Cardholder.

10 Lost or Stolen Cards

- Lost or stolen cards must be reported by the Cardholder immediately to the Bank.

11 Termination of Employment

- Prior to departure or termination of duties, the Cardholder must acquit all expenditures on his/her Card account.
- It is the responsibility of the departing staff member to ensure that his/her account is settled prior to departure. Accounts in arrears will be liable for legal action.
- The card must be surrendered upon termination of employment to Financial Services.

12 Late Submission of claim

- See the Corporate Credit Card Policy under Cardholder Responsibilities and Internal Monitoring procedures above.

13 Roles & Responsibilities

- Roles and responsibilities are as detailed in this procedure.

14 Version Control Table

Version Control	Date Effective	Approved By	Amendment
1	18 August 2008	Associate Director, Financial Services	New procedure. Extracted procedure from Version 1 Corporate Credit Card Policy document.
2	6 May 2009	Vice Principal (Administration)	Migrated to UOW Procedure template as per Policy Directory Refresh
3	26 August 2010	Vice-Principal (Administration)	Updated to reflect divisional name change from Personnel Services to Human Resources Division

