

Policy Title: University Credit Card

Policy Owner: Manager, Strategic Procurement and Business Services

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Policy Code: PL066 [ad041]

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1. INTENT

This document states the University's policy in relation to the use of the University Credit Card and outlines the internal control mechanism and rules of use.

The intent of this policy is to:

- Define the situations when a University Credit Card may be used; and
- Define the accountabilities of the University Credit Card Holder.

2. ORGANISATIONAL SCOPE

All ECU staff holding a University Credit Card.

3. DEFINITIONS

TERM	DEFINITION
Assets	A resource that is controlled by the University as a result of past events and that will deliver future economic benefit/s.
Authorised Approver	Refers to the cardholder's Line Manager or a person senior to the Line Manager who holds a financial delegation.
Cardholder	Refers to the University staff member whose name appears on the University Credit Card.
Delegated Financial Authority	The financial delegation that an individual holds as a result of the position they occupy at the University.
University	Refers to Edith Cowan University.
University Credit Card	Refers to the Credit Card issued by the University to University staff.
University Staff	Employee or Persons engaged at the University.

4. POLICY CONTENT

- 4.1 This Policy applies to all staff issued with a University Credit Card.
- 4.2 The University may issue a University Credit Card to applicants who meet the following criteria. The applicant must:
 - a) be a permanent employee with an ongoing or fixed term employment contract with the University or its entities;
 - b) occupy a position that has a regular and demonstrated need to purchase goods/services within their business unit or is required to travel regularly on behalf of the University within Australia or Overseas; and
 - c) has a need for a University Credit Card as required and approved by the Authorised Financial Delegate within the relevant School/Centre.
- 4.3 Completion of the Application for Issue of University Credit Card and the University Credit Card Terms and Conditions Agreement, is required prior to a Credit Card being requested.
- 4.4 Staff issued with a University Credit Card will familiarise themselves with all the details in this Policy, University Credit Card Terms and Conditions Agreement, University Credit Card Procedures and the Application for Issue of University Credit Card and act in accordance with them.
- 4.5 University Credit Cards must be used for all University business related travel. If you do not hold a University Credit Card you can, subject to approval, utilise the University Credit Card of a colleague or School/Centre Officer. Where no University Credit Card is available, only bona fide claims for travel-related expenses from staff and students will be reimbursed.
- 4.6 University Credit Cards shall be used to purchase authorised goods and services on behalf of the University as stated in the Universities Policies and Procedures.
- 4.7 Cardholders are obliged to act ethically and diligently when using the University Credit Card for authorised/approved official University purposes and not for the purchase of goods and services of a personal or private use.
- 4.8 Authorised Approvers are responsible for reviewing and approving cardholder's monthly expenses in line with the University's Policies and Procedures.
- 4.9 University Credit Cards are not to be used for the purchase of Assets. All assets are to be purchased and registered in accordance with the University's Asset Management - Recording Tracking and Disposal Policy ad 053.
- 4.10 All applications for the Issue of a University Credit shall be approved by the applicant's Executive Dean, Dean or Director and the limit applied for must be within the Delegated Financial Authority.
- 4.11 Frequent flyer points accumulate to the individual while undertaking University travel. Staff are encouraged to consider redeeming frequent flyer points earned while on University travel against future University travel but accepts at times this is not possible and that the frequent flyer points remain with the individual.
- 4.12 The Cardholder is responsible for all transactions on their card and for ensuring that the statement is reconciled and approved within the acquittal period.

Cardholders who have their University Credit Card reconciled by a delegate retain the responsibility for ensuring their credit card expenses are warranted, reconciled and submitted in an appropriate manner.

- 4.13 In the event the University Credit Card is used in error for a personal or private transaction, the amount must be repaid within 30 days of the date of the transaction. The whole value of the personal or private transaction not repaid within 30 days may be recovered from the salary of the cardholder within the next pay cycle (or however many cycles required to repay the full amount). Complete the Reimbursing ECU for Unauthorised Expenses form and provide to the Student Central Office for payment and processing.
<http://intranet.ecu.edu.au/staff/centres/finance-and-business-services/forms-procedures-and-templates>
- 4.14 In the event that a personal or private expense is paid using the University Credit Card, a Personal Use Statutory Declaration must be completed and forwarded to the Manager, Legal & Integrity, Strategic and Governance Services Centre.
<http://intranet.ecu.edu.au/staff/centres/finance-and-business-services/forms-procedures-and-templates>
- 4.15 Misuse of a University Credit Card may result in disciplinary action or other actions as determined or required by the University.
- 4.16 Applications for cash advances on the University Credit Card must be requested via the Variation Request Form and must be approved by the Cardholder's Executive Dean, Dean or Director and the Manager, Financial Services or FBSC nominee.
- 4.17 The University Credit Card is not transferable to other University staff or any other person.
- 4.18 The Cardholder is required at all times to safeguard their card and card details (such as credit card number, expiry date and card verification value.) Additionally the cardholder is required to be aware of Payment Card Industry Standards (PCI DSS) and periodically review the ECU PCI DSS website for any updated information at:
<http://intranet.ecu.edu.au/staff/centres/finance-and-business-services/our-services/resource-planning-and-operations/payment-card-industry-data-security-standards>
- 4.19 Outstanding credit card statement acquittals or misuse of the University Credit Card shall be reported to the Cardholder, the Cardholders Executive Dean, Dean or Director and to the Manager, Legal & Integrity, Strategic and Governance Services Centre. The University Credit Card may be withdrawn and the cardholder may be subject to disciplinary action under the Code of Conduct or other University Policy.
- 4.20 The procedures for managing a disputed credit card transaction are contained in the University Credit Card Procedure document. Disputed transactions must be reported immediately as time limits for reporting exist.
- 4.21 In the event of extended leave of 90 days or over such as Long Service Leave, Academic Study Leave, Maternity Leave or Leave without Pay, the cardholder's credit card limit may be dropped to nil during the leave period unless there is a valid reason that the limit should be maintained.

- 4.22 In the event of retirement, resignation or other disengagement from the University, the cardholder must accurately reconcile all outstanding transactions and return the University Credit Card to Credit Card Support. The card will then be cancelled and destroyed.
- 4.23 Exceptions to this Policy are at the discretion of the Chief Financial Officer or nominee and must be approved in writing for a term not exceeding the next Policy review date. Complete the Request for Exemption from Policy form and submit for approval by Chief Financial Officer.
<http://intranet.ecu.edu.au/staff/centres/finance-and-business-services/forms-procedures-and-templates>

5. ACCOUNTABILITIES AND RESPONSIBILITIES

In relation to this policy, the following positions are responsible for the following

Manager, Business Services

The Manager, Business Services has overall responsibility for the content of this policy and its operation in ECU.

Credit Card Support

The person in this role shall act as a formal point of reference within the University on University Credit Card questions or issues. Staff requiring advice or guidance on University Credit Card issues shall direct their enquiries to this person.

Staff

Staff are required to comply with the content of this policy and to seek guidance in the event of uncertainty as to its application.

6. RELATED DOCUMENTS

- 6.1 The policy is supported by the following Guidelines:
 - [University Credit Card Procedure](#)
- 6.2 Other documents which are relevant to the operation of this policy are as follows:
 - [Asset Management and Disposal Policy ad053](#)
 - [Code of Conduct Policy](#)
 - [Financial Delegations](#)
 - [Payment Card Industry Standards \(PCI DSS\)](#)
 - [Purchasing Handbook](#)
 - [Strategic Asset Management Policy ad079](#)
 - [Travel Policy ad027](#)
 - [Personal Use of ECU Corporate Credit Card](#)

7. CONTACT INFORMATION

For queries relating to this document please contact:

Policy Owner	Manager, Strategic Procurement and Business Services
All Enquiries Contact:	Credit Card Support
Telephone:	08 6304 2519
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8. APPROVAL HISTORY

Policy Approved by:	Chief Financial Officer (June 2004) Vice-Chancellor
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