Credit Card Policy

Policy Statement

<table>
<thead>
<tr>
<th>Purpose</th>
<th>To establish the requirements in relation to the issuing, use and management of UNSW credit cards.</th>
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<tbody>
<tr>
<td>Scope</td>
<td>This procedure applies to all University staff regardless of their level or seniority. This policy covers:</td>
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<td>- Acceptable use of UNSW credit cards</td>
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<td>- Cardholder responsibilities</td>
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<td>- Governance and audit of credit card usage.</td>
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Policy Provisions

1. Background

UNSW credit cards are issued to eligible employees for the payment of appropriate business expenses. UNSW credit cards may be used as a payment option, if effective and efficient, to settle procurement activities, including procurement of travel, approved business entertainment expenditure, and low value goods and services where UNSW credit card is the preferred form of payment.

This policy is supported by the [UNSW Credit Card Procedure](#) which is intended to ensure a clear and consistent understanding and implementation of this policy. Using a credit card is a means to engage in a procurement activity. UNSW’s [Procurement Policy](#) and [Procedure](#) therefore apply and all card holders and card supervisors must be aware of the [Procurement Policy](#). This policy also assists the UNSW credit card holders in remaining within the bounds of the [UNSW Code of Conduct](#), specifically the “obligation to the University in terms of responsible stewardship of its resources and protection of its reputation in the wider community”.

Employees to whom UNSW issues a corporate card are placed in a position of trust. Intentional misuse of UNSW credit cards represents a breach of trust, and any misuse, whether intentional or otherwise, may expose the University to significant risk, including the risk of regulatory investigation and damage to reputation.

2. Issuance

UNSW may issue a UNSW credit card to individuals who:

- Hold a position that involves a regular and demonstrated need to purchase in-scope specific goods or services, and/or has regular travel on UNSW business;
- Are willing to accept the terms, conditions and processing obligations of UNSW credit card usage; and
- Are eligible for a financial delegation and are compliant with the Financial Delegation policy.

Credit limits will be set to minimise risk to the University without constraining staff in effectively undertaking their roles.

3. Cardholder Responsibilities

All UNSW staff members issued with a credit card must comply with the following:

- All expenses must be for a legitimate University purpose, meaning they are reasonable and appropriate in the circumstances, and publicly defensible. The expenditure must not be or perceived to be excessive and must meet the following characteristics:
  - Necessary to perform a valid business purpose fulfilling the mission of the University;
Reasonable in that the expense is not extreme or excessive, and reflects a prudent decision to incur the expense;

Appropriate in that the expense is suitable and fitting in the context of the valid business purpose; and

Allowable according to the terms of any federal regulation, sponsored contract, or University policy.

- For all transactions, original receipts or tax invoices must be obtained at the time of the transaction (including for contactless transactions). Cardholders must comply with all other UNSW requirements with respect to reconciliation of transactions (and otherwise) which are notified to them from time to time.

- Personal expenditure must not be intentionally charged to the credit card, even if it is intended to subsequently repay the expenditure, except in extreme and defensible circumstances, in which case repayment must be made not later than within 14 days from transaction date.

- Credit cards must be kept secure and under no circumstances should PINs (Personal Identity Numbers) be shared with third parties.

- Purchases must not be split into smaller transactions (or over multiple credit cards) to circumvent expenditure or transaction limits.

- All credit card transactions must be reconciled within 30 days from the end of the calendar month.

In accordance with the Payment Card Industry Data Security Standard (PCI DSS):

- All credit card transactions must be stored, processed and/or transmitted on –
  - Networks and systems owned and operated by third party providers
  - Card equipment isolated from the university IT network
  - IT isolated from the main University IT systems or
  - Phone operated banking services.

- Staff and affiliates must not –
  - Communicate card data by email, SMS or other messaging services
  - Store authentication data in any format, including photocopies, paper, or electronic formats
  - Directly advise students to use University network systems to make any payments to the University. They are free to do so but only by their own choice.

- No staff member may be able to see the full primary account number, unless they have a legitimate reason to do so, and have written approval from the Director, Financial Control and Compliance or the Chief Financial Officer.

Failure to use the credit card in accordance with this Policy and the UNSW Credit Card Procedure will result in revocation, possible disciplinary action and a possible requirement for repayment by the employee. Non-compliance will be monitored by Finance, with significant cases assessed in accordance with the Escalation Process approved by the Chief Financial Officer (refer to Appendix 1 of the Business Expense Procedure). Any non-compliance suspected of being intentional will be treated in accordance with the UNSW Fraud and Corruption Prevention Policy and escalated to Internal Audit for further investigation and may also be reported to the Independent Commission Against Corruption.

4. Roles and Responsibilities

The Chief Financial Officer (CFO) has overall responsibility for the implementation and review of the Credit Card Policy and Procedure and communication of the Policy and Procedure to credit card Holders and supervisors.

The CFO will ensure that appropriate procedures are in place to support the UNSW Credit Card Policy and Procedure and are communicated to University Credit Card Holders and Credit Card Supervisors. Finance will ensure there are appropriate administrative procedures in place to support the Credit Card Holders and Credit Card Supervisors.

The Credit Card Supervisors are responsible to ensure the Credit Card Holders comply with the Policy and Procedure through review and approval of the Credit Card Holder’s transactions.
Finance Operations will monitor the unreconciled and unapproved credit card expenditure. Finance will conduct monthly review of the credit card use and expenditure and escalate non-compliant expenditure in accordance with the Escalation Process.

Periodic audits may be conducted into compliance with the Credit Card Policy and Procedure by Internal Audit.

### Accountabilities

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<tr>
<th>Responsible Officer</th>
<th>Chief Financial Officer</th>
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<td>Contact Officer</td>
<td>Director, Financial Operations</td>
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### Supporting Information

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<tr>
<th>Legislative Compliance</th>
<th>Nil</th>
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| Supporting Documents   | Credit Card Procedure  
                        | Credit Card Monitoring Procedure  
                        | Escalation Process – potential non-compliant expenditure of UNSW funds (Appendix 1 of the Business Expense Procedure) |
| Related Documents      | UNSW Code of Conduct  
                        | Business Expense Policy  
                        | Procurement Policy  
                        | Procurement Procedure  
                        | Fraud and Corruption Prevention Policy  
                        | Travel Policy  
                        | Travel Procedure  
                        | Gifts and Benefits Procedure |
| Superseded Documents   | Credit Card Policy, v2.0 |
| File Number            | 2017/26619 |

### Definitions and Acronyms

- **Cardholder**: The staff member whose name appears on the UNSW Credit Card.
- **Card Supervisor**: The financial delegate of the cardholder; typically a staff member nominated to supervise the use of the credit card by the Card Holder.
- **Personal Expenses**: Any expense that is not for UNSW business purposes.
- **Reconcile**: The processing of a card transaction and attaching all the relevant tax invoices, in New South Financials so that its costing, GST and FBT expenses are coded to the appropriate Chart Fields.
- **Transaction limit**: Maximum amount of expenditure allowed per month.
- **UNSW Credit Card**: Credit card provided by the University and identified by UNSW branding.

### Revision History

<table>
<thead>
<tr>
<th>Version</th>
<th>Approved by</th>
<th>Approval date</th>
<th>Effective date</th>
<th>Sections modified</th>
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<tbody>
<tr>
<td>1.0</td>
<td>President and Vice-Chancellor</td>
<td>8 April 2016</td>
<td>8 April 2016</td>
<td>New document</td>
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<tr>
<td>1.1</td>
<td>Administrative update by the Director of Governance</td>
<td>12 July 2016</td>
<td>12 July 2016</td>
<td>Section 1 and 3: links to Finance website</td>
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<tr>
<td>Section</td>
<td>Title</td>
<td>Date Approved</td>
<td>Date Revised</td>
<td>Changes</td>
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<tr>
<td>2.0</td>
<td>President and Vice-Chancellor</td>
<td>30 November 2017</td>
<td>30 November 2017</td>
<td>Revised document Section 1: reference to the UNSW Code of Conduct added Section 4: roles and responsibilities updated to reflect the new Finance structure</td>
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<tr>
<td>2.1</td>
<td>President and Vice-Chancellor</td>
<td>12 August 2019</td>
<td>12 August 2019</td>
<td>Amended to include reference to the Escalation Process detailed in the Business Expense Procedure</td>
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<tr>
<td>2.2</td>
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<td></td>
<td>Amendment to section 3 in accordance with the Payment Card Industry Data Security Standard (PCI DSS).</td>
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