

CSU Corporate Visa Card Non Compliance Escalation Process for Private Expenses

It is a policy of the University that any expenditure identified as a Private Expense on a University Corporate Visa card (Travel or Purchase) must be reconciled and submitted via ProMaster within 10 days of the end of the month in which the expenditure was incurred. The expense must be paid to the University within 5 days of being reconciled to the Detail Code "FRTV" via the on campus Cashier or sent as a cheque to the Travel Office. Failure to do this will result in the transaction being identified as unpaid within the required period and the following Escalation Process will be implemented to ensure compliance to the CSU Travel & Purchase Card policies. It should be noted that your cards should not be used for private expenditure under ANY circumstances and can be construed as fraud by the University.

1st Reminder

If transactions remain unpaid within 5 working days of being reconciled in ProMaster using the Expense Type "PRIVATE" a 1st reminder email is sent to the Cardholder.

2nd Reminder and Suspension of Card

If transactions remain unpaid after a further 5 working days, all CSU Visa Cards held by the Cardholder will be suspended and a Notice of Suspension is sent to the Cardholder with a copy to their Supervisor and the relevant DVC/Dean/Head of School/Executive Director/Director.

Permanent Cancellation of Card

If transactions remain unpaid after a further 5 working days from the date of the Suspension of Cards/s, the Card/s are permanently cancelled and a Notice of Cancellation is sent to Cardholder with a copy to the relevant Supervisor, DVC/Dean/Head of School/Exec Director/Director. Additionally, the unpaid transactions will be raised against an invoice and will be billed to the Cardholder as a debtor to the University. Cards will not be reissued for at least 12 months and then only via a Re-establishment Application involving strict compliance controls.