

CSU VISA PURCHASE CARD PROCEDURES

Introduction

- CSU will provide a Visa Card facility to individual staff members who are required to purchase goods and services for their unit on behalf of the University.
- It is intended that the card will be used to pay for goods and services with a transaction limit of up to \$3,000 (excluding Travel related expenses).
- The Visa Card is to be used for official University purchases and is not to be used for any other purpose.
- Cardholder's are responsible to account for the expenditure and comply with University Purchasing Policies and Procedures and Taxation requirements (GST, FBT).
- Failure to follow or intentionally disregard compliance with the Universities policy & procedure may result in legal or criminal proceedings.

Eligibility

- Applicants must be an employee (or affiliate) of Charles Sturt University and will require approval from one of the following: VC/DVC/Dean/Head of School/Executive Director/Director.
- In determining the monthly limit, consideration should be given to the expected number of transactions in any one month and the average value of transactions that the Cardholder is delegated to incur.

Cardholder Responsibilities

- All applicants must complete and sign an ANZ Commercial Cards Cardholder Registration Form and a "Visa Purchase Card Cardholder Agreement" form. The Cardholder Agreement form must be approved by one of the following: VC/DVC/Dean/Head of School/Executive Director/Director.
- Both forms are to be forwarded to the Accounts Payable office for processing.
- Visa Cards are to be signed immediately upon receipt.
- Immediately report the Loss of Visa Card to the ANZ Bank on 1800 033 844 and to the Accounts Payable Office on 32628.
- In the event that the cardholder no longer requires the Card or leaves the employment of the University, the Visa Card **MUST** be returned to Accounts Payable Office within the Division of Finance.

- Ensure that the total monthly expenditure limit for the card is not exceeded.
- Ensure transactions do not exceed their transaction limit and not, under any circumstances, attempt to split purchases into smaller amounts to avoid the transaction limit.
- Ensure investigation of any transaction discrepancies is actioned within 2 weeks of the transaction statement date.
- Ensure that the card is at all times used for official University business and that the expenditure relates directly to their position/office within the University and is in accordance with their financial delegation.
- That each Transaction is reconciled online using the Universities Online Expense Management Program, ProMaster using the link below:

<https://secure.inlogik.com/pmx-csu/base/logon.asp>

- Ensure that ALL the documentation for each transaction is scanned and saved to the S drive at the time of the transaction and attached to the transaction in Promaster when processing.

Documentation should include:-

- * Authority to incur expenditure (e-mail from budget centre manager, requisition, etc.)
- * Tax Invoice or other payment request documentation.
- * Payment confirmation (fax cover sheet, online payment print screens, official receipts, etc)
- * Any other relevant documentation (quotes, e-mails, etc)

Note:- more than one file can be attached to each transaction in Promaster.

- Ensure transaction documentation are retained for all transactions for a minimum period of six (6) years and are made available, on request, for internal and/or external audit review. If documents are scanned and attached in Promaster, retention of documentation is only for a minimum of 6 months.
- Must ensure that the card is secured at all times and is not to be left in an accessible place where it may be taken and used by unauthorised personnel.
- Under no circumstances can deposits be made to the card by the cardholder.

Supervisors Responsibilities

- Must monitor and review the appropriateness of the expenditure incurred by cardholders under their supervision using the ProMaster Online Expense

Management Program using the following link:

<https://secure.inlogik.com/pmx-csu/base/logon.asp>

- Must ensure that correct accounting, taxation (GST & FBT) and purchasing procedures have been satisfied.
- Must ensure the review of the monthly transaction reports is completed in a timely manner.

Use of the Credit Card

- The use of the Visa Card is subject to the University's procurement and payment policies, procedures and regulations.
- All regulations pertaining to the security of the Visa Cards, as advised by the ANZ Bank, are to be adhered to at all times.

Under no circumstances is the card to be loaned for use by another person.

- The Visa Card must **NOT** be used for the following:
 - to make cash withdrawals at any time,
 - for private purchases or payment of personal accounts,
 - for automatic periodic debit authorities,
 - to pay fines, late fees or penalties for staff or students which were incurred in relation to University business,
 - for employee or staff benefits (tuition, gifts, flowers, alcohol, etc) unless authorised by a Budget Centre Manager,
 - to purchase goods and/or services from external suppliers where existing contracts are already in place,
 - for advertisements (exception Division of Marketing),
 - for book purchases (exception being Library Staff or where prior approval has been received from the Library Collection Services staff at Bathurst or Wagga Wagga). Other exceptions are technical manuals for specific equipment, building regulations & guides, workbooks of a consumable nature and gifts for a retiring staff member (recipient to be identified)
 - for building alterations and or refurbishment (exception being Facilities Management),
 - for computer & telephone equipment (exceptions being the CSU Computer Shop & Division of Information Technology),
 - for E-Toll tags or the like (exception Transport Manager)
 - assets over the value of \$5,000.
- The cardholder is to ensure that the goods & services purchased are adequately described on the sales docket/tax invoice as the description of "goods" is not acceptable.

- The card may be used for telephone orders, online payment and mail requests, but the cardholder must in all instances sign and date the payment advice (eg tax invoice) when the transaction has occurred.
- Where a telephone payment is transacted through an automated credit card payment service, then the receipt number issued by the service should be recorded on the documentation.
- Where a cardholder has a dispute with a transaction on their Purchase Card they must in the first instance process this via ProMaster. Please refer to the Guidelines to handle a disputed card transaction.
- Cardholders who misuse their card will be brought to account with appropriate severity. Such action may include legal/criminal proceedings along with cancellation of the card

Internet Purchases (including suppliers from outside of Australia)

- The cardholder is satisfied as to the validity and integrity of the supplier,
- The web site is confirmed as a secure encrypted site that does not maintain files of credit card details in any other format.
- Credit card details are not to be disclosed for authorised use to any other person.

Revision Date Oct 09