

Purchase Card Guidelines

1. PURPOSE

These Guidelines describes how staff throughout the University are to use Purchase Cards and their responsibilities and obligations. These guidelines should be read in conjunction with the University Expenditures Policy

2. Overview

All purchases made on the Purchase Card must adhere to the CSU Procurement Policy and the University Expenditure Policy ([Policy Link](#)).

Every transaction on ProMaster must be supported by a valid tax invoice and appropriate supporting documentation detailing prior approval of a purchase as per Clause 8 (e) of the Universities Expenditure Policy.

The Purchase Card is to be used for official University purchases and is not to be used for any other purpose.

All prescribed transaction limits and restrictions, must be strictly adhered to. It is intended that the card will be used to pay for goods and services with a transaction limit of up to \$3,000 (some specific exceptions apply). This does not include any Travel related expenditure as these transactions must be on a CSU Corporate Travel Card.

Cardholder's are responsible to account for the expenditure and comply with University Purchasing Policies and Procedures and Taxation requirements (GST, FBT, etc).

Failure to follow or intentionally disregard these guidelines will result in the card being suspended or cancelled and may lead to legal or criminal proceedings.

Purchase Cards are issued to specific individuals and may be used **ONLY** by that individual. There are **NO** "Departmental use" Purchase Cards.

3. ELIGIBILITY

Applicants must be a permanent or fixed term employee of Charles Sturt University and will require approval from one of the following: DVC/Dean/Head of School/Executive Director/Director before a card will be issued.

The Purchase Card may be issued to individual staff members who are required to purchase, on behalf of the University, goods and services for their unit.

4. APPLICATIONS

A Purchase Card application must be based on an employee's need to purchase goods and services as part of their duties.

Application forms can be obtained from the Finance website and are to only be completed after the Purchase Card Guidelines have been read.

5. RESPONSIBILITIES

Cardholders

Cardholders are to:

- Ensure their card is only used for official University expenditure.
- Ensure all card transactions are directly related to the requirements of their position/office within the University.
- Account for transactions incurred in their capacity as a Cardholder against their own card and not subordinate transactions to another Cardholder in order to circumvent normal approval channels – an approver must not approve transactions that relate specifically to themselves
- Maintain an up to date knowledge of the Corporate Credit Card Policy and other related Procurement Policies
- Ensure security of their physical Purchase Card and the card numbers at all times and immediately report the loss or theft of the card to the Commonwealth Bank and to purchasecard@csu.edu.au.
- Return the Purchase Card to the University's Purchase Card Administrator upon cessation of employment with the University or during significant periods of absence (exceeding 10 weeks).
- Not to split purchases into smaller amounts to circumvent normal quotation or Purchase Card thresholds.
- Ensure investigation of any transaction discrepancies or disputes are actioned within 20 days of the transaction date.
- Obtain and retain original tax invoices or official receipts from merchants for all purchases. Note: Merchant copies or EFTPOS receipts, without a description of goods or services supplied are not acceptable. Tax invoices and receipts must contain clear and meaningful descriptions of the goods or services purchased.
- Ensure transactions are reconciled in ProMaster in a timely basis as outlined in Acquittal Timelines (Section 10).
- Ensure acquired goods and services are actually delivered or provided, where payment is made in advance.
- Follow up to ensure credits on the card are raised where, for example, an item was returned, or not delivered or provided in accordance with original expectations.
- Ensure the reconciled transactions and supporting documentation has the required descriptions, account codes, FBT and GST details and is submitted for approval within timeframes as indicated in Section 10.

Transaction Approvers (Approvers)

Approvers are to:

- Monitor and satisfy themselves of the appropriateness of all expenditures incurred by Purchase Cardholders prior to approving any transactions (failure to adequately review and monitor transactions of Cardholders may result in disciplinary action being taken with respect to the Approver).
- Ensure appropriate pre-approvals have been obtained with regard to those items listed in Section 20.
- Ensure timeliness of all approvals as per Acquittal Timelines (Section 10).
- Provide Purchase Card Administrators with details of any suspected inappropriate card transaction activity.
- Not use the "Approve All" function within the Expense Management System (ProMaster) without first fully reviewing and satisfying themselves of the nature and appropriateness of each individual transaction.
- Ensure that transactions comply with Procurement Policies and Procedures ([Policy Link](#))

- Ensure that an appropriate tax code, general ledger cost code and standard classification code has been applied to each transaction.

Administrative Supervisor (Supervisor)

Supervisors are to:

- Ensure that there is a valid business need for a credit card, prior to supporting any application.
- Confirm with the prospective Cardholder, the scope, usage and conditions applying to the use of the Purchase Card.
- Liaise with the Purchase Card Administrators to ensure the return of the Purchase Card upon a Cardholder's departure from their position or before taking extended leave.

DVC/Dean/Head of School/Executive Director/Director (Authorisers)

Authorisers are to:

- Review applications by prospective Cardholders and authorise the issuance to them of a Purchase Card.
- Communicate with prospective cardholders the reasons for not authorising their applications, where necessary.
- Support the Purchase Card Program within their team and manage any disciplinary issues that arise from non-compliance with the Purchase Card Guidelines or University Policies.

6. LIMITS

Transaction Limit

The Purchase Card is limited to \$3,000.00 per transaction. These amounts include the purchase price, delivery fees, visa transaction fees, GST (if applicable), and any other charges.

Some Cardholders have a transaction limit that is above \$3,000.00, to accommodate very specific operational needs that normal purchasing procedures do not support.

To apply for a raised transaction limit (greater than \$3,000) the supervisor will need to provide a submission for consideration by the Director, Corporate Finance. The submission will need to include what limits are being requested and full justification of why these limits should be allowed. If the Director, Corporate Finance approves a higher level, the Purchase Card Administrator will increase the limits on the card and advise the Cardholder and the supervisor. If the Director, Corporate Finance declines the request the supervisor will be advised as to the reasons why.

Monthly Limit

Individual monthly credit limits are established for each Cardholder having regard to the anticipated usage of the card and the likely expenditure to be incurred. Unless specific approval is given for a higher credit limit, the standard monthly credit limit of \$15,000 will be applied to each Purchase Card. Monthly credit limits above the standard, can be set when applying for the card or by the supervisor sending an email to purchasecard@csu.edu.au requesting the change in the monthly spend limit on that Purchase Card.

7. INITIATING THE PURCHASE

Follow the normal purchasing Procedures to establish that the purchase is appropriate, for example:

- Are the funds from a special grant which have limitations on use?
- Does the Cardholder have the appropriate delegation for the purchase, or does the Cardholder need to obtain special approval?
- Is there a Government or University contract or agreement covering the items required? (Contact the Procurement team for more information by emailing procurement@csu.edu.au)
- Has the Cardholder checked the list of prohibited purchases?
- Ensure the total cost of the purchase (including freight, insurances, etc) does not exceed the Cardholder's transaction limit.
- Decide on the best transaction method.

8. AUTHORISED TRANSACTION METHODS

Across the Counter:

The Cardholder must sign the transaction docket and get a valid Tax Invoice/Receipt (see Definitions for Tax Invoice requirements). On return to work, when reconciling the transaction in ProMaster, attach the invoices and any other supporting documentation (eg. pre-approval to purchase emails etc).

By Telephone:

When making the transaction, ensure the Cardholder clearly states that the Cardholder is from CSU and give all details possible to ensure correct delivery. Ask for a reference number for confirmation of the order and the total amount that will be charged to the Cardholder's card. It is also advisable to ask for the name that will appear on the transaction as it is not always the same as the company name. Ask for a copy of the tax invoice if you do not already have one. When reconciling the transaction in ProMaster, attach the invoices and any other supporting documentation (eg. pre-approval to purchase emails etc).

By Mail:

Keep a copy of the documentation for the Cardholder's records. Obtain a copy of the tax invoice if you do not already have one. When reconciling the transaction in ProMaster, attach the invoices and any other supporting documentation (eg. pre-approval to purchase emails etc).

By Internet:

Purchases are only to be made on secure sites. No purchases can be made over the internet unless the information the Cardholder sends is encrypted. All Purchase Card transactions on a site must take place in secure mode*. On some browsers a "warning" message appears when the Cardholder enters into the secure area of the website. A similar alert message may appear when the Cardholder moves from secure mode to insecure mode.

The supplier's website should contain the supplier's privacy, security, shipping and returns Policy. Credit Card holders should check these statements to ensure that the University's interest is protected.

Purchase Card information is not to be stored within a user profile on the website. The card number should be given every time the Cardholder orders with a supplier.

Print screens need to be taken of the payment details screens that show the amount we are authorising and the method of payment. These print screens are to be added to the supporting documentation scanned to the transaction in ProMaster. Obtain a tax invoice if you do not already have one. When reconciling the transaction in ProMaster, attach the invoices and any other supporting documentation (eg. pre-approval to purchase emails etc).

By Email:

This is not permitted

The card number must not be provided via email or used as proof of identity.

9. CARD SECURITY

The Cardholder is responsible for security of their Purchase Card and for all purchases made with it. It is important that the Cardholder work with their unit in establishing proper internal business control procedures and processes to ensure that all expenditures are compliant, accurate and appropriate.

The card is to be kept securely in the Cardholder's possession; the back of the card is to be signed.

If requested to, the cardholder is to immediately return it to the Purchase Card Administrator.

Purchase Card account numbers are considered confidential and proper care should be taken with the card and any documentation that contains the card number. Card numbers should be removed or made illegible on all documentation, including copies of documents attached to ProMaster.

Furthermore, card numbers are not to be given to anyone to “keep on file” for future use. Nor is any email to include the Cardholder’s credit card number and/or expiry date.

Each transaction is to be authorised by the card holder at the time of the transaction.

10. ACQUITTAL TIMELINES

Cardholder

All transactions against the card are to be reconciled using the Online Expense Management program ‘ProMaster’ within 10 calendar days of the end of the month in which transactions have taken place.

Approver

The Approver is required to approve transactions within 10 days of them being reconciled by the Cardholder or Delegate.

If the above timelines are adhered to, all transactions will be reconciled and approved by the end of the month following the month in which the transaction took place

End of Year

In order to have the finance system as up to date as possible, for end of year processing, all transactions with a transaction date of December each year will need to be reconciled and approved in ProMaster before 5pm on the 30th December.

11. RECORD KEEPING

The original supporting documentation should always be scanned and attached to the transaction in ProMaster.

Standard documentation requires at least one of the following:-

- Valid Tax Invoice – essential if GST is applicable on the purchase.
- Order/Confirmation Screen – online payments
- Cash Register Receipt with a description of the items purchased
- Registration Form – showing the amount and GST status.
- Documentation to show the amount to pay (eg. screen print from an internet order site, copy of a pricing schedule, page from a printed catalogue).
- [Lost Receipts Declaration form](#) (for occasional use only – see below)

The transaction slip from the EFTPOS machine is not acceptable as the sole documentation, as it does not detail the goods purchased.

Additional documentation may be required by the Cardholder’s business unit. All documentation should be attached to the transaction in ProMaster.

All invoices, for Purchase Card transactions, need to be made out to Charles Sturt University. While the University recognises that this is not possible with cash register dockets and some merchants who treat credit card payments as cash transactions, it is essential that all invoices over \$1,000 indicate that they are for Charles Sturt University. If the merchant does not indicate this on their paperwork, the Cardholder must write on the invoice that it is for official Charles Sturt University purposes and sign the invoice. If the invoice has been made out to an individual rather than Charles Sturt University, the Cardholder needs to write on the invoice that it is for official Charles Sturt University purposes and sign the invoice, regardless of the value of the invoice.

12. LOST OR MISSING DOCUMENTATION

Original itemised Tax Invoice/Receipts are required to support all Purchase Card transactions. Receipts must show what was purchased, who was paid and how much was paid (including the GST status). Some transactions result in two receipts—one listing the items, the other showing payment. Copies of all documents are required to satisfy the scrutiny of the auditors. Every effort must be made to obtain and keep these receipts. As a last resort, if a receipt is lost, and the Cardholder has contacted the supplier and is unable to obtain a replacement, the Cardholder can complete and sign a Lost Receipt Declaration Form (<https://finance.csu.edu.au/forms>) . Lost Receipt Declaration Forms must be scanned and attached to the transaction in ProMaster.

NOTE: Alternative documentation for missing invoices and receipts (Lost Receipt Declaration) should be an exception, not a general practice. Frequent use of this form may prompt more frequent audits of this Cardholder's transactions and supporting documentation and may lead to the Purchase Card being revoked.

13. RECONCILIATION/VERIFICATION OF TRANSACTIONS

ProMaster is an Internet-based software solution that Charles Sturt University has selected to meet its Purchase Card transaction management needs. It is used to reconcile/verify, approve, record keep and produce reports on Purchase Card transactions and is available 24 hours a day.

14. CREDIT CARD SURCHARGE

In 2003, the Reserve Bank of Australia ruled that merchants were permitted to recoup the cost of merchant service fees directly from consumers who purchased goods or services using a Credit Card. The surcharge forms part of the price of the goods and services and the value of the surcharge has been left to market forces so there is no need to separate the surcharge from the item as it forms part of the cost of purchasing the goods.

15. RETURNS, DAMAGED GOODS, CREDITS

If goods are returned for credit, the Cardholder is responsible for contacting the company to request a credit transaction be put through on their card for the goods and obtaining documentation to support the transaction. The receipt of cash, EFT refunds or credit notes to resolve a credit for a purchase card transaction is prohibited.

If goods are to be returned to the supplier, please follow all the suppliers' instructions carefully. Also note that if the return is not for faulty or damaged goods, there may be a restocking fee for items returned, which will be charged to the Cardholder's Purchase Card.

Credit transactions in ProMaster must be reconciled the same as any other transaction unless they are for the whole value of an unreconciled transaction (contact the Purchase Card Administrators in this case). If the credit has not appeared by the end of the monthly cycle, please contact the supplier and follow up this credit transaction.

16. ENTERTAINMENT, FUNCTIONS OR CATERING

Entertainment is recognised as necessary to promote the University to commercial and philanthropic benefactors and to engage with staff, colleagues and stakeholders to further the University's strategic objectives. Care needs to be taken with purchases that would constitute "entertainment" under the Australian Tax Office definitions as these transactions require prior approval from an appropriately delegated officer. Note: the delegation to authorise expenditure on entertainment is vastly different to general expenditure.

For the purposes of Purchase Card transactions, the definition of Catering is split into "Catering" and "Catering – off Campus" (see definitions below) in order to capture the required information for FBT purposes.

17. FOREIGN CURRENCY TRANSACTIONS

Should a Purchase Card be used for a foreign currency transaction, the amounts will be converted into Australian Dollars by Master Card. Transactions will either be converted directly to Australian dollars or will be first converted from the currency in which the transaction was made to US dollars and then converted to Australian dollars.

The conversion rate used is a wholesale market rate selected by Mastercard from a range of wholesale rates one day before the transaction is processed by Mastercard. In most cases, the conversion rate applied to a refund of a transaction made using a card will differ from the original conversion rate applied to the original transaction.

18. ENVIRONMENTAL SUSTAINABILITY

Every effort must be made to ensure all purchases comply with all relevant environmental legislation.

19. TRANSACTION DISPUTES

Disputed charges can result from failure to receive goods, altered charges, defective merchandise, incorrect amounts, duplicate charges, credits not processed, no authority to process transaction, etc. In the event of a transaction dispute, the Cardholder should **immediately attempt to resolve** the dispute directly with the supplier involved. Most issues can be resolved this way.

If the Cardholder is unable to reach an agreement with the supplier, the next step is to dispute the transaction with Commonwealth Bank and this is done via ProMaster. This process requires an explanation of why the transaction is being disputed and then requires a Commonwealth form be completed, signed and sent to the Purchase Card Administrators who will submit the form to Commonwealth Bank. Part of that explanation needs to be what contact you have had with the Merchant and their response.

Formal disputes must be submitted to Commonwealth Bank within 4 weeks of the transaction date. MasterCard Scheme operating rules impose time limits after the expiry of which Commonwealth Bank is not able to reverse or dispute a transaction.

Upon receipt of the necessary information from the Purchase Card Administrators, Commonwealth Bank will process the dispute. When Commonwealth Bank has completed its investigation, Commonwealth Bank will notify the Purchase Card Administrators of the outcome.

20. RESTRICTIONS ON CARD USE

Prohibited Purchases

20.1.1 **Advertising Expenses**

All advertising must be pre-approved by Division of Marketing. No payments by credit card to Fairfax.

20.1.2 **Alcohol**

Alcohol is only permitted to be incurred using a University Purchase Card if:

- It is consumed with a meal whilst on University business, for example during a business lunch with an external party or with dinner whilst travelling on University business;
- It is not excessive in terms of quantity or cost (generally one or two glasses of reasonably priced beer or wine with dinner whilst travelling on University business would be considered appropriate for University staff);
- It is a gift for a University visitor as a gesture of appreciation.
- It is part of an approved University function, such as a retreat, awards dinner, and official University conference or seminar. Approval must be provided with supporting documentation.
- It is purchased to be part of an enterprise's trading stock.
- It is part of course material for specific CSU courses.

20.1.3 **Automatic periodic debit authorities**

Where the merchant automatically debits the Cardholder's card on a re-occurring basis. This is also known as a direct debit or a pre-authorized payment - This practice is not to occur. This is something to watch when paying subscriptions and Survey Monkey, as these types of payments may have an automatic renewal option. This option is not to be taken.

20.1.4 **BOC Gas**

No payments are to be made to BOC on the purchase card.

20.1.5 **Cash advances**

Cash cannot be-withdrawn from the University Purchase Card.

20.1.6 **Computer equipment**

All computer equipment requires pre-approval by Division of Information Technology - except purchases made on Computer Shop or Division of Information Technology staff's Purchase Cards. This exception does not apply when individual items combined together create a functional asset or comprise an addition to an existing asset. The Computer Shop should be contacted to see if the item/s required are available through them and if not, Division of Information Technology authority to purchase should be obtained before the purchase is undertaken. Refer to Clause 14 of the University Expenditure Policy

20.1.7 Conference Registrations

All conference registration payments are to be directed through the Travel Office. No conference registration charges are to be placed on the purchase card.

20.1.8 Employee or Student Benefits

The University Purchase Card must not be used for employee or student benefits including, but not limited to:

- Airline Club and/or Frequent Flyer Memberships
- Advertising – except Division of Marketing and with prior approval from Division of Marketing; Books (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); Refer to Clause 14 of the University Expenditure Policy
- Bottled Water unless there is a signed exemption from the Chief Financial Officer;
- Car Parking;
- Child Minding Expenses;
- Christmas functions, morning teas or other social functions of a personal nature, unless otherwise approved in writing by DVC/Dean/Head of School/Executive Director/Director (must be attached to the transaction).
- The purchase of gifts, flowers, food and related items in relation to non-business activities, such as birthday celebrations, farewells and the like is a personal expense and should not be purchased using the University Purchase Card. Exception – pre-authorized in writing by DVC/Dean/Head of School/Executive Director/Director (approval evidence is to be supplied as part of transaction supporting documents);
- Clothing unless covered by employment conditions i.e. safety clothing, uniforms;
- Dry Cleaning of clothes unless specifically covered by employment contract;
- Entertainment of family and friends;
- Fines, such as library or parking fines (staff members and visitors);
- Flowers - unless for official functions/ ceremonies/ exhibitions. Flowers sent for the purposes of offering condolences (for serious illness or death) of a staff member or their immediate family must be approved in advance by the DVC/Dean/Head of School/Executive Director/Director, with evidence of approval supplied as part of transaction supporting documents;
- Gifts to those other than official University visitors;
- Insurance – eg personal insurance Policies, including professional indemnity for work outside normal University duties, or involving private outside earnings;
- Private travel, including normal travel to and from work;
- Private telephone calls;
- Professional membership subscriptions – unless it can be shown that the membership is essential for the performance of the staff member's duties and approval has been given by the DVC/Dean/Head of School/Executive Director/Director. Professional membership subscriptions required for University research purposes are allowable expenses if approved by the Deputy Vice-Chancellor (Research). Note: There is a restriction on incurring automatic periodic debit authorities or life time memberships as transactions on Purchase Cards;
- Subscriptions to sporting bodies or fitness clubs, golf clubs or other bodies that are not required to carry out University business;
- Tickets to entertainment events, including sporting events;
- Travel luggage or personal effects.

20.1.9 Contracted Supplier Relationships

The University Purchase Card must not be used for purchasing goods and/or services from external suppliers where existing contracts are already in place (eg, Unimarket Catalogues).

20.1.10 Fuel purchases

Except for Divisions of Finance, Facilities Management or Information Technology Cardholders or where enterprises require fuel out of hours. Note: Where a staff member has been given approval to use their own private vehicle on official business, they will be reimbursed on cents per kilometre rate based on the Australian Tax Office rate. Claims for reimbursement of mileage require pre-approval and must be submitted through the University's Travel office.

20.1.11 Building alterations

Except for Division of Facilities Management, all building alteration costs must be placed through the Division of Facilities Management.

20.1.12 Goods or Services >\$3,000 (incl GST)

The University's Purchase Card is not to be used for the acquisition of any assets, goods or services that cost in excess of >\$3,000 (Except specific Cardholders who have been granted higher transaction limits to accommodate very specific operational needs that normal purchasing Procedures do not support). Purchases >\$3,000 should be made using the eProcurement System (Unimarket) and are subject to the University's quotation thresholds.

20.1.13 Gratuities / Tips

The University Purchase Card must not be used for tips/gratuities.

20.1.14 Insurance

The Division of Finance is to arrange insurance cover on behalf of the University.

20.1.15 Legal fees

The University's legal office are to procure legal services on behalf of the University.

20.1.16 Staffing (Agency Hire, Temporary Staff or Contractors)

The payment of employees must at all times occur through the University's payroll system. The payment of agency hire, temporary staff and contractors must occur through the University's procurement system and in accordance with procedures established for the engagement and payment of such 'staff'.

20.1.17 Communication Devices

Telephones, iPads, etc must only be purchased by Division of Information Technology unless Division of Information Technology approval is received prior to the purchase and supplied as documentation of the transaction.

20.1.18 Weekend Purchases or Purchases During Leave Periods

The University Purchase Card must not be used on weekends or when the Cardholder is on leave unless the expenditure is directly associated with approved University business.

20.1.19 Assets

No assets are to be purchased using a Purchase Card. (Exception being CSU Art Curator).

Personal Expenditure

In the event of inadvertent use of the Purchase Card for personal expenditure, the Cardholder is required to reconcile the transaction in ProMaster, using the expense type of "PRIVATE", as soon as it appears on ProMaster. The Cardholder will receive an invoice from CSU for the transaction and are to pay that invoice as soon as they receive it.

NOTE: Should the Purchase Card be used for personal expenditure, it is at the discretion of the University as to whether the Purchase Card will be cancelled/suspended due to non-compliance with this Policy.

Any transactions that remain unreconciled for over 60 days, will be reconciled by the Accounts Payable Staff to the expense type of PRIVATE and an invoice will be raised to the cardholder for them to pay CSU for the transaction. To avoid this, transactions should be reconciled within the specified time frames or submit an explanation to purchasecard@csu.edu.au detailing why the transaction hasn't been reconciled.

Purchase of Gift Cards

There is not a significant difference between purchasing a gift card and obtaining a cash advance. Gift cards are more easily subject to theft or loss than other types of Purchase Card purchases and determining who actually received the gift card can be difficult.

In line with this, all purchases of gift cards by Purchase Card are to be pre-approved by the Budget Centre Manager. This approval should include who the recipients of these cards will be and a copy of this approval must be attached to the transaction/s in ProMaster.

It should also be noted that GST is not charged on the purchase of the Gift Cards (only on any administrative fees) and as such care need to be taken to read the invoice/docket/ receipt to ensure the transaction is processed with the tax type.

Split Purchases

The use of a Purchase Card to procure a collection of like items that could be split into multiple transactions but collectively are above the transaction limit or where an invoice is above the transaction limit and the card is used more than once to pay the same invoice is not allowed.

21. LOST OR STOLEN CARDS

The loss or theft of a Purchase Card must be reported immediately to the CBA 24-hour Lost or Stolen Cards Service Centre on 1800 020 036 or internationally, on the reverse charges number +61 13 1576 **and** to the Purchase Card Administrators on 02 69332628 or purchasecard@csu.edu.au. Once the loss is reported, CBA will immediately cancel the Purchase Card and issue a new card.

22. PURCHASE CARD COMPLIANCE

Contravention of Policy or Guidelines may be classified as one of the following types:

Procedural Non-Compliance

Procedural breaches may include, but are not limited to:

22.1.1 Cardholder:

- Not completing transaction reconciliations within the compliance timeframes;
- Not obtaining pre-approval for specified items;
- Not using an approved payment method;
- Not complying with audit instructions.

22.1.2 Supervisor:

- Not undertaking an adequate review of the Cardholder's transactions.
- Not approving transactions within compliance timeframes.

Transactional Non-Compliance

Transaction breaches may include, but are not limited to:

22.1.3 Cardholder:

- Not attaching to ProMaster appropriate documentation eg. tax invoices or official receipts or pre-approvals obtained;
- Incorrectly or inadvertently stating a tax invoice is held when it is not;
- Incorrectly coding a transaction, either to the expense type (account code) or Tax Type;
- Using the Purchase Card for personal goods or services;
- Splitting transactions to avoid the transaction limits;

Fraudulent Transactions

Fraudulent Transaction breaches may include but are not limited to:

22.1.4 Cardholder:

- Expenditure incurred by staff on LSL, LWOP, Annual Leave, Sick Leave and other similar leave
- Personal goods or services.
- Using the University card for any personal benefit or gain (including related to family and friends)
- Using the University card to obtain a personal advantage from dealing with suppliers;
- Deliberately falsifying or failing to supply records, receipts or other records;
- Unauthorised use of a third parties card;
- Purchasing from a third party with which the Cardholder has a prior personal or non business relationship which may constitute a conflict of interest;
- The use of a Cardholder's card to avoid or circumvent the normal approval channels;

22.1.5 Supervisor:

- Approving transactions which are not or should not be reasonably expected to be for official University business. Supervisors must ensure that they are satisfied with the need for the transaction, the transaction is business related and the transaction amount is reasonable;
- Requesting a Cardholder to purchase goods on one's behalf when the person making the request has the authority to approve the transaction and would be expected to incur the transaction. Where the intent was to circumvent normal approval conventions.

Note: Policy breaches may be dealt with using the University's Disciplinary Procedures

23. NON-COMPLIANCE PROVISIONS

Failure to comply with established Guidelines may result in your card being cancelled without notice and a detailed submission will be required before any consideration will be given to reinstating your card.

Disciplinary provisions apply to both Cardholders and approvers. The disciplinary action taken for individual cases will depend upon the breach, the staff member's intent and any special circumstances.

The University will deal with the contravention of Policy according to the provisions of the Enterprise Bargaining Agreement relating to misconduct/serious misconduct and related disciplinary clauses.

Disciplinary actions can include but are not limited to any one or a combination of the following:

- counselling;
- formal censure;
- withholding of a salary step;
- demotion by one or more salary steps;
- demotion by one or more classification levels;
- termination of employment;
- civil action; and/or
- reporting of the breach to the police, or any other appropriate authority external to CSU.

In addition to the above disciplinary action, the University may take the following administrative actions:

- card cancellation
- cost recovery

24. NON-COMPLIANCE ESCALATION PROCESS

Transaction Reconciliations

Any transactions that remain unreconciled for over 60 days, will be reconciled by the Accounts Payable Staff to the expense type of PRIVATE and an invoice will be raised to the cardholder for them to pay CSU for the transaction. To avoid this, transactions should be reconciled within the specified time frames or submit an explanation to purchasecard@csu.edu.au detailing why the transaction hasn't been reconciled.

Transaction Approvals

Reconciled transactions not approved will not reflect in the appropriate budgets until the transactions are approved so need to be approved as soon as possible. Any transactions that have been waiting for approval for more than 45 days will result in an email to the relevant DVC/Dean/Head of School/Executive Director/Director advising that they are well overdue and asking that they manage the outstanding approvals as soon as possible.

Personal Expenditure transactions

Failure to repay an invoice for a transaction that has been reconciled in ProMaster using the expense type of "PRIVATE", within 30 day of the invoice date will result in the purchase card being cancelled. A purchase card will not be reissued to the cardholder.

Repeated Personal Expenditure

More than 3 instances of using the Purchase Card for personal/private expenditure, in any 12 month period will result in the Purchase Card being cancelled.

Restricted Purchases

When the incident is identified, an email is sent to the Cardholder which identifies the offending transactions and advises that any further breaches of the Purchase Card Policies and Procedures may result in their Card being cancelled.

If the Cardholder breaches the Policies and Procedures again, their card will be cancelled.

25. CARD SUSPENSION OR CANCELLATION

The Chief Financial Officer (or delegate) can suspend or cancel any Purchase Card without prior notice.

26. DEFINITIONS

Term	Definition
ABN	Refers to the Australian Business Number that should be displayed on the receipts/tax invoices of all suppliers operating a business in Australia.
Account Codes/Cost Centres	General ledger codes used to identify accounts. Fund, Orgn, Account, Program (FOAP)
Approver	The staff member responsible for monitoring and approving credit card activity on their assigned organisation code within ProMaster.
Assets	A <u>fixed asset</u> (also known as a non-current asset) is any item of plant, equipment, or computer software which cost \$10,000 (GST ex.) and over.
Cardholder	Authorised holder of a Purchase Card in accordance with the Purchasing Card Policy and Procedure. The staff member whose name appears on the Purchase Card.
Catering	Breakfasts, light lunches and morning and afternoon teas provided to University employees (and associates of employees) that is consumed on University premises or normal place of work. Eg. Lunch provided at Wagga Finance Team meeting held National Wine & Grape Industry Centre on Wagga Campus.
Catering – off Campus	All food and drink provided to University employees (and associates of employees) that is consumed anywhere that is not University premises or normal place of work. Eg. Lunch provided for the Wagga Finance Team meeting held at an external location in Wagga Wagga.
Corporate Card (Red)	Issued to staff members identified as requiring a card for the purposes of facilitating Travel while undertaking University business. Also known as Travel Card.
EFT Refunds	Return of funds to CSU directly to our bank account.
Eligible Staff	Continuing or fixed term staff members occupying positions that have a regular and demonstrated need to purchase goods and services on behalf of the University.
Purchase Card Administrators	Staff member responsible for administering the operation of the Purchase Card Program as appointed under the Purchase Card Policy. Responsible for providing procedural, administrative and systems support for all staff involved with the Purchase Card Program.
Fringe Benefits Tax (FBT)	<p>FBT is a tax payable by an employer on the value of certain fringe benefits that have been provided:</p> <ul style="list-style-type: none"> • to an employee, an associate of an employee, or some other person at the • direction of an employee or of an associate of an employee; • by the employer or by an associate of the employer or by a third party under an arrangement with the employer or an associate of the employer; • in respect of the employment of the employee. <p>A benefit includes any right, privilege, service or facility.</p> <p>Applicable benefits generally provided by Charles Sturt University are:</p> <ul style="list-style-type: none"> • car benefits • entertainment benefits (“provided by tax-exempt bodies”) • expense payment benefits • meal entertainment fringe benefits. <p>ProMaster has been set up to capture the FBT associated with Entertainment benefits applicable to CSU. Calculations are based on the following:-</p> <ul style="list-style-type: none"> • total cost • total number of persons in attendance • number of non-travelling staff/staff associates included in previous number

	When processing transactions for these types of payments, ProMaster is set up to ask additional questions in order to capture the required FBT information.
Low Value Goods and Services	Goods and services where the total price does not exceed \$2,000.
Official Purposes	Purposes in direct connection with or as a direct consequence of the functions and duties undertaken by a Council Member or staff member of the University.
Expense Management System	ProMaster - The University's system to manage the acquittal of Purchase Card transactions, Travel transaction, and reimbursements to staff.
Personal Expense	Any transaction, or part thereof, that is not related to the University's business operations.
Private Expense	Any expense incurred which is non University business related.
ProMaster	The University's Online Reconciliation System to manage the acquittal of CSU's credit card transactions and Travel authorities.
Purchase Card (Green)	The University's credit card to be used for the purposes of purchasing and payment of high volume but low value purchasing transactions.
Purchase Card Administrators	Staff member responsible for administering the operation of the Purchase Card Program as appointed under the Purchase Card Policy. Responsible for providing procedural, administrative and systems support for all staff involved with the Purchase Card Program.
Purchase Card Program	The Purchase Card, it's operation and management and all systems that are required to allow the system to exist.
Reasonable Expenditure	Expenditure that can withstand the public disclosure test, that the Cardholder has no qualms about disclosing the expenditure, being able to defend both its purpose and amount whilst highlighting the benefits to the University.
Supervisor	The Cardholder's administrative supervisor.
Tax invoice	See Valid Tax Invoice below.
Travel Card (Red)	Issued to staff members identified as requiring a card for the purposes of facilitating Travel while undertaking University business. Also know as Corporate Card.
Valid Tax Invoice	<p>A valid tax invoice is a document that meets all of the following requirements:</p> <ul style="list-style-type: none"> ○ it is issued by the supplier ○ it contains enough information to enable the following to be clearly identified:- <ul style="list-style-type: none"> – the supplier's identity and ABN – a brief description of what is sold, including the quantity (if applicable) and the price of what is sold – the extent to which each sale is a taxable sale – this can be shown separately or, if the GST to be paid is exactly one-eleventh of the total price, as a statement such as 'total price includes GST' – the date the document is issued – the amount of GST (if any) payable for each sale – if the document was issued by the recipient and GST is payable for any sale - that the GST is payable by the supplier – that the document was intended to be a tax invoice.