Corporate Credit Card Policy

Section 1 - Preamble

(1) Charles Darwin University ('the University', 'CDU') supports the use a Corporate Credit Card to facilitate administrative efficiencies. The use of a Corporate Credit Card is a method of payment and not a method of procurement.

(2) Issuing and/or withdrawing of Corporate Credit Card is at the sole discretion of the Delegate in accordance with the Delegations Policy and Delegations Register and driven by the University's objectives.

(3) The use of Corporate Credit Cards will be subject to rigorous accountability and control arrangements. All expenditure must be publicly defensible.

Section 2 - Purpose

(4) The purpose of the policy is to set out the eligibility, responsibilities and conditions of use of the University's Corporate Credit Cards.

Section 3 - Scope

(5) This policy applies to any staff member who is issued with a Corporate Credit Card and/or has responsibilities approving Corporate Credit Card expenditure.

(6) Corporate Credit Cards are used for payment of low value consumables (less than $1,000) and expenditure whilst on University authorised travel.

Section 4 - Policy

(7) The University's Corporate Credit Card may only be used for authorised University business that is in direct connection with, or as a direct consequence of, the cardholder's functions and duties in accordance with:

a. University Governance Documents including the Corporate Credit Card Policy and Corporate Credit Card Procedure;
b. the Corporate Credit Card Agreement;
c. the Delegations Policy, Delegations Register and credit card limits; and
d. approved budget/funding allocations.

Eligibility

(8) To be eligible for a Corporate Credit Card, a staff member must:

a. be an ongoing or fixed-term staff member of the University (not a controlled entity). The University will not issue a Corporate Credit Card to adjunct, visiting or casual staff members; and

b. occupy a position that has a regular and demonstrated need to purchase goods and services on behalf of the University; and/or
c. hold the delegation of authority to incur expenditure; and/or
d. be required to travel on behalf of the University; and
e. accept and abide by the conditions of use and comply with relevant University Governance documents; and
f. complete Corporate Credit Card training.

(9) In exceptional circumstances, the Vice-Chancellor may approve a consultant contracted by the University to be issued a corporate credit card. The consultant must meet all the eligibility criteria listed above, except for:

a. being a staff member; and
b. holding the delegation of authority to incur expenditure.

Responsibilities

(10) Subsequent to an approved application for a Corporate Credit Card, a card will be issued in accordance with Corporate Credit Card Procedure.

(11) Corporate Credit Cardholders are accountable for:

a. all transactions undertaken on the card including obtaining a compliant tax invoice or receipt for every transaction;
b. the safe custody of the card and numbers;
c. ensuring that to the extent possible, items that can be purchased through an established University supplier and panel contract are not purchased on a Corporate Credit Card; and
d. ensuring all expenditure is for official University business purposes only.

(12) Corporate Credit Cardholders must not use the credit card for:

a. any purpose that is of a personal or private nature;
b. internal purchases, for example, Bookshop, UniPrint, onsite accommodation or Course Fees;
c. the routine purchase of Personal Protective Equipment (PPE) or an item of clothing that is required for work purposes (either by CDU or where their role requires a uniform), except where the item cannot be reasonably procured through the University's established supplier or panel contract.
    i. The purchase of a non-compulsory uniform or an item of clothing not required for work is considered a personal expense.
d. unauthorised transactions that do not have the required pre-approval prior to payment; or
e. split payments in order to circumvent credit or transaction limits.

(13) Cardholders may not exclude a supplier from consideration, solely on the basis that they do not accept payment by Corporate Credit Card.

Liability

(14) A Corporate Credit Card is issued to a staff member on behalf of the University and is not transferable. The liability for transactions rests with the University, however, cardholders may be held personally liable for any unauthorised use, unless the unauthorised use, is the result of the card being lost or stolen and the cardholder took adequate measures to prevent the card from being lost or stolen or is otherwise the result of fraud on the part of a third party.

Credit Limits

(15) Individual credit limits on Corporate Credit Cards should be determined by the anticipated monthly expenditure required by the position held within the area however should not exceed the following maximum amounts:

a. Default - $1,000;
b. HEW 5 & Academic C - $5,000;
c. HEW 6, 7, 8 & Academic D - $7,000;
d. HEW 9, 10 & Academic E - $10,000; and
e. Senior Manager Contracts - $15,000.

(16) The following categories of positions are not generally eligible for a Corporate Credit Card:

a. HEW 1, 2, 3 and 4; and
b. Academic A and B.

(17) Request for an exception to these maximum credit limits must be approved by Governance.

Audit

(18) Finance will maintain a register of all issued Corporate Credit Cards, cardholder's details and Corporate Credit Card Agreement forms.

(19) All cardholder transactions and supporting documentation concerning a Corporate Credit Card will be open to review by Finance and Internal Audit to ensure accurate coding and recording of expenditure; to enable the preparation of the University's annual accounts, Fringe Benefits Tax (FBT) reporting; and to ensure compliance with legislative obligations.

Section 5 - Non-Compliance

(20) Non-compliance with Governance Documents is considered a breach of the Code of Conduct – Staff or the Code of Conduct – Students, as applicable, and is treated seriously by the University. Reports of concerns about non-compliance will be managed in accordance with the applicable disciplinary procedures outlined in the Charles Darwin University and Union Enterprise Agreement 2025 and the Code of Conduct – Students.

(21) Complaints may be raised in accordance with the Complaints and Grievance Policy and Procedure - Employees and Complaints Policy - Students.

(22) All staff members have an individual responsibility to raise any suspicion, allegation or report of fraud or corruption in accordance with the Fraud and Corruption Control Policy and Whistleblower Reporting (Improper Conduct) Procedure.

Status and Details

Status	Current
Effective Date	28th March 2025
Review Date	1st December 2025
Approval Authority	Vice-Chancellor
Approval Date	26th March 2025
Expiry Date	Not Applicable
Responsible Executive	Bryce Dorrian Chief Financial Officer
Implementation Officer	Bryce Dorrian Chief Financial Officer
Enquiries Contact	Robyn Woods Asset and Finance Officer Finance