Corporate Credit Card Procedure

Section 1 - Preamble

(1) Corporate Credit Cards provide an efficient and effective payment method that eliminates purchase orders and invoice processing. Corporate Credit Cards are specifically designed for, but not restricted to, high volume low value (less than $1,000) transactions and to assist staff members who travel on behalf of the University.

Section 2 - Purpose

(2) This procedure outlines the procedures for the application issuing, using and cancelling of Corporate Credit Cards.

Section 3 - Scope

(3) This procedure applies to staff members applying for and issued with a University Corporate Credit Card and/or who has responsibilities approving Corporate Credit Card expenditure..

Section 4 - Procedure

Application

(4) Staff members who are eligible and accept the conditions of use outlined in the Corporate Credit Card Policy and Corporate Credit Card Agreement must complete the online Application for/or Amendment to Corporate Credit Card in eCentre.

(5) The Delegate authorising the application is responsible for ensuring that there is a valid business need for a Corporate Credit Card. A business case must be endorsed by the relevant Direct Line Manager, before proceeding to application.

Assessment

(6) Finance is responsible for the management of all Corporate Credit Cards and will review all applications to ensure the staff member is eligible prior to issuing the credit card.

Collection

(7) Finance will notify cardholders by email when new and replacement Corporate Credit Cards are available for collection.

(8) All Corporate Credit Cards, with the exception of cardholders in remote locations, must be collected in person by the cardholder where the Corporate Credit Card Register is maintained.

Private Expenses

(9) Charging personal transactions to a Corporate Credit Card is not permissible under any circumstances.

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a. The purchase of a non-compulsory uniform or an item of clothing that is not required for work purposes is considered to be a personal expense.

(10) In the event that private expenses are charged to the Corporate Credit Card please contact corporatecard@cdu.edu.au.

Documentation

(11) Cardholders are responsible for obtaining tax invoices or receipts and all supporting documentation for Corporate Credit Card transactions.

Lost or Misplaced Documentation

(12) Where tax invoices or receipts have not been obtained or lost (and are not replaceable) the cardholder must complete a Statuary Declaration, detailing the transaction and reasons for the expenditure, and declaring that the expense was incurred for official University business purposes.

Disputing a Transaction

(13) Where a transaction charged to a Corporate Credit Card is in dispute, the cardholder is required in the first instance to attempt to resolve the dispute directly with the supplier.

(14) Where a transaction remains in dispute after ten working days, cardholders must:

a. complete the relevant Corporate Credit Card Dispute Form with as much detail as possible and email to corporatecard@cdu.edu.au; and
b. place the transaction in dispute in the Finance System.

(15) Cardholders are required to advise the bank within thirty days of the statement date to chargeback a transaction so they do not lose their chargeback rights. After this period expires, the transaction may no longer be investigated through the card provider and the charges may remain. The transaction must then be coded back to the organisational unit. When the dispute is resolved and results in a credit to the Corporate Credit Card, the credit will be reflected on the next statement.

Return of Goods for Credit

(16) A credit/adjustment or voucher note must be obtained from suppliers upon the return of any goods that were paid for by Corporate Credit Card. This documentation is required to substantiate the transaction.

Expense Report

(17) Cardholders must code Corporate Credit Card transactions in the Finance System on a monthly basis.

(18) Finance conduct regular audits of Corporate Credit Card transactions and man seek additional information from cardholders.

Lost or Stolen Cards

(19) Lost or stolen Corporate Cards must be reported immediately to the card provider and corporatecard@cdu.edu.au. Contact details of the card provider can be found in your Corporate Credit Card Agreement.

(20) Any notification number or acknowledgement provided by the card provider must be retained by the cardholder as evidence of the date and time of notification.

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(21) If the card is cancelled, a new card will be issued by the card provider and the cardholder will be notified.

(22) If the Card is damaged please contact corporatecard@cdu.edu.au.

Cancellation and Return of Corporate Credit Cards

(23) Corporate Credit Cards must be returned immediately to Finance by contacting corporatecard@cdu.edu.au when a cardholder:

a. resigns from the University;
b. retires from the University;
c. is instructed to do so by an authorised Delegate; or
d. is transferred to another position within the University and no longer requires a Corporate Credit Card.

(24) Cardholders who are transferred to another organisational unit may retain the Corporate Credit Card on approval from the relevant Delegate

(25) Cardholders who will be absent from work for any period longer than four weeks must notify corporatecard@cdu.edu.au.

Section 5 - Non-Compliance

(26) 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 2022 and the Code of Conduct – Students.

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

(28) 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	Historic
Effective Date	21st April 2022
Review Date	21st April 2025
Approval Authority	University Secretary
Approval Date	21st April 2022
Expiry Date	27th March 2025
Responsible Executive	Bryce Dorrian Chief Financial Officer
Implementation Officer	Bryce Dorrian Chief Financial Officer
Enquiries Contact	

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