



## Credit Cards

### Australian Education Union ACT Branch Policy

Policy Number	POL030	Version	3.0
Last Reviewed	14/03/2018	Next Review	14/03/2020

#### INTRODUCTION

The use of credit cards provides access to procurement of small volume or irregular goods and services, or those unable to be accessed through standard business invoicing.

#### PURPOSE

The purpose of this policy is to identify how credit cards are used, by whom and for what purpose to ensure they are used appropriately and to guard against misuse.

#### POLICY

Credit cards are issued in the name of individual employees on behalf of the Union for use in procurement directly related to the card holder's role within the Union. Credit cards must be used in accordance with the procedures outlined in this policy. Any use of a credit card inconsistent with this policy will be grounds for dismissal.

#### RESPONSIBILITIES

It is the responsibility of the Secretary to ensure that staff are aware of this policy and to bring any allegation of misuse to the attention of the Branch Executive.

It is the responsibility of all employees to ensure that their usage of credit cards conforms to this policy.

It is the responsibility of the Business Manager to manage credit card applications, allocation, payment and closure.

It is the responsibility of Branch Executive to deal with any allegation of an employee breach of this policy.

#### PROCEDURES

##### 1) Allocation of Credit Cards

- Credit cards will be issued to employees with limit specified as follows:
  - Branch Secretary - \$10,000
  - Business Manager - \$10,000
  - Administration employees with procurement responsibilities - \$5,000
- Credit cards will be issued in the name of a specific employee who will remain personally accountable for the use of the card and will sign an *Employee Credit Card Acceptance Record* upon receipt of the card acknowledging this responsibility.

##### 2) Employee Responsibilities

An employee with an allocated credit card will:

- Attach receipts for every transaction to their credit card statement to validate the expense or if a receipt is unable to be provided complete a statutory declaration.



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- Review their monthly credit card statement for inaccuracies and report any errors to the Business Manager and Branch Secretary as soon as practicable.
- Sign their monthly credit card statement to verify that transactions have been made for official purposes and the goods and services listed were received.
- Provide their credit card statement and receipts to an authorised electronic banking signatory for review and authorisation.
- Notify the Business Manager and Branch Secretary as soon as practicable if:
  - The card is lost or stolen.
  - An unauthorised transaction is detected or suspected.
- Take adequate measures to ensure the security of the card.
- Be personally liable for any unauthorised transaction unless the card is lost, stolen or subject to fraud by a third party.

An employee with an allocated credit card will not:

- Exceed the maximum limit set for the card.
- Provide their credit card to another person to use.
- Use the card for any activities that are not directly related to their role within the Union.
- Authorise their own expenditure.
- Claim double allowances (i.e. reimbursement for an expense already paid by credit card).

### 3) Card Expenditure

Credit cards are only to be used for goods and services required to deliver the work of the Union.

Where an employee is undertaking Union business and it is not possible to separate private expenditure, the cardholder must declare the expense to the Branch Secretary and Business Manager and ensure that the private expense is reimbursed to the Union no later than when the next monthly statement is reconciled.

Where doubt exists as to whether or not an item is business related, prior authorisation should be obtained from the Branch Secretary (or in the case of the Branch Secretary's own card, the Branch President).

The use of a credit card to obtain 'goods or services of a dubious nature' is expressly prohibited. 'Goods or services of a dubious nature' are any goods or services that might bring the name of the Union into disrepute.

### 4) Closure

When an employee with a credit card ceases employment they are required to return the credit card to the Business Manager for destruction and cancellation. Any employee credit card may be cancelled at any time by a decision of the Branch Secretary or Branch Executive.



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#### 5) Card Misconduct

If a breach of this policy is suspected, the allegation must be reported to the Branch Secretary as soon as practicable. If the breach is alleged to have been conducted by the Branch Secretary or the Branch Secretary is uncontactable, the allegation must be reported to the Branch President. The Branch Secretary or Branch President will report the allegation to the Branch Executive who will review the allegation in accordance with the policy *Prevention of Fraud - POL031*.

#### RESOURCES

Operational activities related to this policy are to be delivered within budgeted office resources.