



Procedure

ASQA Credit Cards

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1 Rationale

The ASQA Credit Card Procedure complies with the requirements of the *Public Governance Performance Accountability Act 2013* (PGPA Act), the Commonwealth Procurement Rules (CPR's), and ASQA's Accountable Authority Instructions (AAIs).

2 Purpose

This procedure sets guidelines for proper use of the ASQA Corporate Credit Card and provides information to Cardholders and their Delegates on their responsibilities.

3 Scope

This procedure is applicable to all ASQA credit card holders and their Delegates.

4 Terms and definitions

Term	Definition
Credit Card Transactions	Refers to purchases of goods and services using the MasterCard and travel expenses using the Diners Card / Companion Card.
Corporate Credit Card	General term used to refer to both ASQA's Mastercard and Diners Card
Diners Card	Card linked to ASQA officers QBT profile. Used for booking accommodation, airfares, and hire cars.
MasterCard	Brand of the card in hand. The MasterCard is the same card used across ASQA for both Travel and Purchase cards however different approvals are required depending on the use of the card.
Purchase Card	Only used by ASQA's Designated Purchasing Officers. This is the same MasterCard as the travel card however additional approval has been sought for the use of this card as a purchasing card.
Travel Card	MasterCard used by ASQA officers for expenses related to travel excluding accommodation, airfares, and hire cars.

5 Responsibility

The ASQA Corporate Credit Card Administrator within the Finance and Facilities team has the responsibility to update this procedure and to monitor credit card usage to ensure that it complies with requirements of the *Public Governance, Performance and Accountability (PGPA) Act 2013*, Commonwealth Procurement Rule's (CPR's), and Accountable Authority Instruction's (AAI's).

Designated ASQA Corporate Credit Card holders and their Delegates are required to ensure they understand and comply with their responsibilities as set out in this procedure and other relevant ASQA internal controls, ASQA's Financial Instrument of Delegations, AAI's, the PGPA Act 2013, and the CPR's.

6 Processes and procedures

6.1 Applying for an ASQA Credit Card

A delegate (EL 2 or above) must approve the issue of an corporate credit card to a specified ASQA officer responsible for undertaking official travel in accordance with this procedure.

A delegate (EL 2 or above) must provide approval to the Corporate Credit Card administrator in the Finance and Facilities team identifying a designated purchasing officer within their team if required. The purchase card is the same card as used for travelling purposes, however by being identified as a designated purchasing officer by their relevant EL 2, the card limits are increased accordingly.

Where there is an identified need for official ASQA travel, the credit card applicant should review the ASQA Domestic Travel Policy which can be accessed from the ASQA intranet.

The ASQA Travel Policy Questionnaire is used to assess the credit card applicant's level of understanding of their responsibilities under the relevant sections of the PGPA Act 2013, ASQA AAI's and Domestic Travel policy. The Corporate Card Administrator will email the credit card applicant if incorrect answers are received on the questionnaire and advise them of the correct response.

Subsequent to credit card approval the Corporate Credit Cardholder must complete the following forms and submit them to the ASQA Finance inbox, finance@asqa.gov.au

- Personal Responsibilities form for the use of an ASQA Companion MasterCard
- Personal Responsibilities form for the use of an ASQA Diners card (only required if the ASQA officer is likely to undertake official business travel)
- Application for ASQA Corporate Credit Card
- Provide a photocopy of current drivers licence
- An email from the Delegate providing approval for them to be an ASQA Credit Cardholder

All documentation submitted to the ASQA Finance inbox must be completed and signed by the credit cardholder and their respective Delegate.

Allow at least 10 days for the corporate credit card to arrive, the Corporate Card Administrator will send your new card and pin via Express Post. Upon receipt of the card and PIN, the applicant should follow the instructions from the bank to activate the card.

Once both cards have been activated, the Diners Card is to be returned for secure disposal via Express Post envelope to the Credit Card Administrator, located in the Melbourne office. The Diners card sits in the profiles of QBT, Thrifty and Europcar as the payment method, and the Mastercard is used as payment for all other travel related expenditure.

6.2 Obtaining approval for Purchase card usage

Where an ASQA Credit Cardholder is approved as a purchasing officer, they must obtain approval for the estimated value of the purchase from an appropriate delegate prior to making a purchase on a Corporate Credit Card.

Once the actual value is known a *Connect* Purchase Request must be approved by the relevant delegate for each purchase using the corporate Credit Card.

Credit card purchases for goods and services and travel expenses are to be acquitted in *Connect*.

6.3 Use of the Corporate Credit Card

Card Thresholds

There are different card limits for staff who use the Mastercard for travel and those that are authorised to use the Mastercard for purchases or payments of invoices. Please refer to the below table.

	Transaction limit	Cash withdrawal limit per day	Cash withdrawal limit per week
Procurement	\$10,000	\$0	\$0
Travel	\$2,000	\$300	\$600

Where a cardholder is approved for both travel and purchasing use of their card, the higher limit is applicable.

The Corporate Credit Card must not be used for purchases with a value greater than \$10,000. Payments should not be split to allow multiple payments to keep the transactions under a \$10,000 limit.

A purchase order must be raised for all procurements greater than \$10,000 and the procurement process must be undertaken in conjunction with the Procurement Officer. It is a mandatory requirement that all procurement over \$10,000 and under \$200,000 must now incorporate the use of the Commonwealth Contracting Suite (CSS). Refer to Resource Management Guide no. 420 for exemptions to this mandatory requirement.

Purchasing

The Corporate Credit Card, used by the designated purchasing officer, is to be used for general purchasing subject to the conditions outlined in Resource Management Guide (RMG) 416: Facilitating Supplier Payment Through Payment Card, and ASQA's Financial Instrument of Delegations.

The Corporate Credit Card is **NOT** to be used to pay for the following goods and/or services:

- Contractor hire;
- Consultancy fees;
- Lease payments;
- Any building related payments (e.g. Electricity, cleaning, repairs and maintenance through Arden);
- Any payment relating to a Work Order under a Panel Arrangement;
- Assets such as laptops, PC's etc, and
- Subscription services where the total value of the subscription exceeds \$10,000.

The Corporate Credit Card **can** be used to pay for the following goods and/or services:

- Payments for goods and/or services under \$10,000, for example:
 - A training course approved by People and Culture;
 - Catering for a meeting or offsite event;
 - Australia Post services/supplies;
 - Small office items not available from the stationery catalogue etc; and
- Venue hire under \$10,000 – following discussion with the Property, Procurement and Services team, and prior to proceeding with any venue hire, as legal clearance may be required in some cases.

Travel

Corporate Credit Cardholders must complete a *Connect* trip request prior to creating any bookings via the online booking portal AeTM.

All flights, accommodation and car-hire expenses must be charged to a Diners Card as set out in the ASQA Travel Policy.

6.4 Personal use of the Corporate Credit Card

The Corporate Credit Card is not to be used for personal expenses. This includes expenditure incurred with the intent of repaying the money.

The Corporate Credit Card should display the yellow ASQA sticker on the front of the card and be kept in a separate compartment of the cardholders' wallet or purse to prevent accidental use of the card.

Any ASQA official found to be misusing their Corporate Credit Card will be required to repay the money to ASQA and may face the following additional action:

- Removal of the Credit Card facility; and
- Disciplinary action for a breach of the APS Code of Conduct

6.5 Acquitting Credit cards

ASQA Corporate Credit Cardholders are responsible for the monthly acquittal of all transactions once the period is opened for reconciliation.

ASQA Corporate Credit Cardholders must review their monthly statements and ensure that all the transactions are correct. They also must ensure all expenditure incurred were for official purposes and in accordance with ASQA's AAI's and the ASQA Corporate Credit Card Procedure.

Note: It is the Corporate Credit Cardholder's responsibility to notify the ASQA Finance and Facilities Team of any discrepancies or disputed transactions within their monthly transaction statement. In the first instance they are to follow up and address any discrepancies with the supplier/ provider either by phone or email. If a resolution/credit cannot be obtained then it should be referred for further action.

All Corporate Credit Card purchase transactions (excluding travel transactions) must include a description in the comment box when completing the acquittal.

When submitting the acquittal for delegate approval, the credit card tax invoices/receipts are also required to be submitted to the delegate for their review prior to their approval. This can be done in hardcopy or electronically. Tax invoices are required as they provide GST amounts. This allows the

Finance and Facilities Team to complete the necessary Business Activity Statements (BAS) process and reclaim the GST amounts.

All tax invoices/receipts relating to transactions must be retained electronically by the cardholder for a period of 7 years. A central location in Objective has been set up for the tax invoices/receipts and acquittals to be saved on a monthly basis.

Note: an EFTPOS receipt is not a tax invoice.

ASQA's Corporate Credit Card Administrator conducts monthly compliance reviews of credit card transactions and may request tax invoices/receipts or other relevant documentation for unusual or non-compliant transactions.

6.6 Lost, Stolen or Faulty Credit Cards

Corporate Credit Cardholders are responsible for the safe custody of their Corporate Credit Card at all times.

If the credit card is lost or stolen the cardholder must notify Diners Club immediately on **1800 105 660**. They must also notify their relevant delegate and the ASQA Credit Card Administrator as soon possible.

If the cardholders are experiencing issues with their Corporate Credit Card they should contact the Corporate Credit Card Administrator for assistance or to arrange a replacement card if required.

All replacement cards are sent directly to the Corporate Credit Card Administrator in Melbourne for registration. The cards will then be sent to cardholders via Express Post.

7 Reference documents

- [Public Governance Performance Accountability Act 2013 \(PGPA Act\)](#)
- [Commonwealth Procurement Rules \(CPRs\)](#)
- [Resource Management Guide \(RMG\) 416: Facilitating Supplier Payment Through Payment Card](#)
- [ASQA Accountable Authority Instructions \(AAI's\)](#)
[ASQA Domestic Travel policy](#)
- [Personal Responsibilities form for the use of an ASQA Companion MasterCard](#)
- [Personal Responsibilities form for the use of an ASQA Diners card](#)
- [ASQA Travel questionnaire](#)
- [Application for Diners Corporate Credit Card](#)
- [National Archives of Australia - Administrative Functions Disposal Authority](#)

8 Record keeping

ASQA Cardholders are required to obtain tax invoices/receipts for all transactions made using their Corporate Credit Card.

In accordance with the National Archives of Australia - Administrative Functions Disposal Authority all tax invoices/receipts must be kept for a period of 7 years. ASQA has a central location on Objective for these records to be saved electronically.

9 Review and document control

This document will be reviewed by the Corporate Credit Card Administrator on an annual basis.

Most recent version	Operative date	Summary of changes from last version	Approved by
1.0	01/07/16	Initial Draft	CFO