
Commercial in confidence

October 2015

Credit Card – Rules for Use and Administration

Version 3.0

Document information

Document purpose: Details the conditions and rules associated with the use of Corporate Credit Cards

Related documents: CAC Act 1997 Division 5 Section 28, 28A and 28B. CAC Amendment Regulations 2009 No.100n

Document manager: Chief Operating Officer

Amendment history

Date	Version	Comment	Person
23 February 2010	1.0	New document	Peter Gray
11 May 2012	1.1	Update of position titles	Peter Matheson
30 April 2013	1.2	Update to policy	Des Burke
20 August 20115	2.0	Update to policy	Deborah Lambourne
2 October 2015	3.0	Update to document	Deborah Lambourne

Approvals

Name/Position	Signature	Date
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1.0 Rules for the use of CREDIT CARD (consistent with CAC Act 1997 Division 5 Section 28, 28A and 28B)

1.1 Who can be issued with a CREDIT CARD?

A credit card may be issued to an employee whose functions and duties relating to official purposes would be enhanced through the efficiencies that arise from use of the credit card. A credit card should not be issued to employees on the basis of their seniority in Australian Curriculum, Assessment and Reporting Authority. A credit card approved for the use of a specific cardholder must only be used by the cardholder whose signature appears on the credit card.

1.2 Official purposes only

The credit card is to be used for official purposes only. This means that the credit card is to be used for purposes that are in direct connection with, or as a direct consequence of, the cardholder's functions and duties within Australian Curriculum, Assessment and Reporting Authority.

This applies regardless of:

- The amount of the transaction involved, in accordance with the instrument of delegation, and
- The type of transaction made using a credit card. For example, whether the credit card is used to pay for goods or services which are bought directly from a merchant, or by mail or telephone order, or through electronic means.

On occasions a cardholder may incur official and private expenditure recorded on a single billing system. For example a cardholder may make private telephone calls or purchase goods for private consumption that are subsequently charged to a hotel account. Cardholders must settle all such private expenses prior to charging the balance on the credit card.

The liability for any charges on the credit card rests with Australian Curriculum, Assessment and Reporting Authority and not the individual cardholder. For this reason, these rules must be strictly adhered to as a means of limiting the financial exposure of Australian Curriculum, Assessment and Reporting Authority.

Cardholders who are in doubt as to the private or official nature of a particular transaction, for example the purchase of gifts or flowers for staff who are leaving the organisation or are ill, must take advice from their Department Manager prior to the expenditure being incurred.

2.0 Specific responsibilities of cardholders

2.1 Ensure compliance

A cardholder must ensure that all transactions made using the credit card comply with:

- These rules, and
- The terms and conditions issued by the bank/service provider.

2.2 Cardholders must not use the ACARA corporate credit card for the following-:

- Charge personal expenditure to the agency credit card (including tipping)
- Collude to misuse the agency credit card
- Use the card's personal identification number (PIN) to withdraw cash for their own or another's benefit (except in the case of an emergency)
- Falsify, destroy or damage receipts or other records

- Collude with one or more employees for improper benefit, for example, the person allocating the credit card colluding with a financial officer whose role is to check expenditure.
- Exceed limits, (ie),
 - i. The overall maximum limit set for the cardholder's credit card, and
 - ii. The maximum value set for any individual transaction which can be made using the credit card

2.3 Not authorise own expenditure

A cardholder must not authorise payment to the bank/service provider for expenses the cardholder incurred using the credit card. Payment of a cardholder's expenses must be authorised by the Chief Accountant.

2.4 Provide sufficient supporting documentation

A cardholder must obtain sufficient supporting documentation in relation to each transaction made using the credit card. There are no materiality thresholds in relation to this requirement. All transactions charged to the credit card must be substantiated.

The following rules apply:

- The cardholder must ensure that each transaction made using the credit card is substantiated by original supporting documentation. Copies are not acceptable. Accordingly:
 - Transactions made directly with a merchant must be supported by receipts and merchant records
 - Transactions by telephone or mail order must be supported by an invoice or receipt which the cardholder must request be sent at the time of making the order, and
 - Transactions made by electronic means permitted by these rules must be supported by receipts and merchant records.
- In exceptional circumstances where appropriate supporting documentation is unable to be obtained, alternate certification (such as a statutory declaration) may be acceptable. In these cases, the advice of the Department Manager should be sought before a monthly statement is verified and forwarded for payment.

The cardholder must ensure that the documentation is sufficiently detailed to adequately support the payment processes.

To avoid any doubt as to the level of documentation required in respect of various transactions the following guidelines are provided:

2.5 Minimum supporting documentation

To ensure that GST input tax credits can be claimed, where applicable, supporting documentation for all credit card transactions greater than \$75 (exclusive of GST) must have a tax invoice from the supplier setting out the following details¹.

- The supplier's name and Australian Business Number
- The words "Tax Invoice"
- Name and address of recipient
- Date of issue

¹ The details required may vary for overseas transactions. Please refer to the Chief Operating Officer for further information.

- Brief description of supplied items
- Quantity or volume, and
- Either the total amount payable, including a statement that the amount includes GST, or the amount charged for the supply, the amount of GST and the total amount payable.

Where the amount is \$75 (exclusive of GST) or less a tax invoice does not have to be obtained. However, the following details should still be obtained as a receipt from the supplier to support the transaction (where the supplier receipt does not include any of these details the recipient should hand write the appropriate details on the receipt):

- The suppliers name
- Date of issue
- Brief description of supplied items
- Quantity or volume, and
- Either the total amount payable and a statement that the amount includes GST, or the amount charged for the supply, the amount of GST and the total amount payable.

2.6 Review statement issued by bank/service provider

A cardholder must ensure that the monthly statement issued by the bank/service provider is reviewed for completeness and accuracy and transactions appearing for Australian Curriculum, Assessment and Reporting Authority are matched to original supporting documentation.

The cardholder must ensure that the following procedures are also followed:

- Discrepancies for Australian Curriculum, Assessment and Reporting Authority are followed up with the bank/service provider and promptly advised to the Chief Operating Officer
- Goods or services paid for using the credit card are actually delivered or provided
- Credits on the card are raised where, for example, a good or service is not delivered or not provided in accordance with original expectations
- Each transaction appearing on the bank/service provider's statement is appropriately coded with the relevant project/activity codes, where applicable, for accounting purposes, and
- Original supporting documentation (or other acceptable supporting documentation permitted by these rules) for each transaction is attached to the bank/service provider's statement when statements are provided by the cardholder to the Department Manager for approval.

2.7 Sign statement issued by bank/service provider

The monthly statement provided by the bank/service provider must be signed by the cardholder to verify that transactions appearing for Australian Curriculum, Assessment and Reporting Authority have been made for official purposes. The signed monthly statement (with attached supporting documentation) is then forwarded to the Finance department for approval. The approval of the Chief Accountant must be evidenced on the bank/service provider's statement. The approved statement is then forwarded to the Accounts Payable Officer for processing.

The statement must be reviewed, signed and forwarded to the Accounts Payable Officer, together with any supporting documentation, within five (5) working days of receipt of said statement.

2.8 Report loss or theft of credit card

A cardholder must immediately notify any loss or theft of the cardholder's credit card to the bank/service provider. Notification must be made using the 24 hour emergency number provided by the bank/service provider. A cardholder

must retain any notification number or other acknowledgement provided by the bank/service provider as evidence of the date and time of the notification.

A cardholder must also immediately report the loss or theft of the cardholder's credit card to the Chief Operating Officer.

2.9 Bank/service provider lost or stolen credit cards emergency numbers

National Australia Bank

Within Australia: 1800 033 103

Outside Australia: +61 3 8641 7905

2.10 Report unauthorised transactions

Where a cardholder suspects or knows that unauthorised transactions have been made using the cardholder's credit card, the cardholder must immediately notify the bank/service provider. Notification must be made using the 24 hour emergency number provided by the bank/service provider. A cardholder must retain any notification number or other acknowledgement provided by the bank/service provider as evidence of the date and time of the notification.

A cardholder must also immediately report any suspected or known unauthorised use of the cardholder's credit card to the Chief Operating Officer.

2.11 Advise changes in particulars

The cardholder must immediately advise the Chief Operating Officer of any change in the cardholder's name or contact details.

2.12 Security of cards

The cardholder must take adequate measures to protect the credit card from being lost, stolen or misused.

2.13 Return credit card when required

The cardholder must immediately return the credit card to the Chief Operating Officer:

- When the cardholder leaves the employment of Australian Curriculum, Assessment and Reporting Authority
- When the Department Manager or Chief Operating Officer deems that the cardholder no longer requires a credit card and therefore requests that the credit card be returned, or
- When the credit card has been cancelled.

Where the cardholder changes position within Australian Curriculum, Assessment and Reporting Authority, it is the responsibility of Australian Curriculum, Assessment and Reporting Authority's Chief Operating Officer to assess the requirement for ongoing issue of the credit card to the current cardholder, as well as the limits and types of expenses for which credit card can continue to be used by the cardholder.

2.14 Unauthorised use of the credit card

The cardholder will be held to be personally liable for any unauthorised use of the credit card unless the unauthorised use is the result of the credit card being lost or stolen (provided the cardholder took adequate measures to prevent the credit card from being lost or stolen) or is otherwise the result of fraud on the part of some third party such as a merchant.

All cases of unauthorised use must be promptly referred by the Chief Operating Officer to the Department Manager.

A written report on each instance of unauthorised use must be provided by the Department Manager to the Chief Executive Officer.

2.15 Changes to Credit Card from signature to PIN (within Australia)

As at August 1 2014, credit card holders within Australia will need to enter a four digit personal identification number (PIN) to complete a transaction, instead of signing.

Previously persons paying with a credit card had the choice of using a PIN or signing for credit card purchases. However, when paying with an EFTPOS card, all users will need to use a PIN number. The move from signature to PIN has been an industry wide initiative, including banks, retailers, credit union and card issuers, led by PINwise, a body set up specifically to drive the changeover.

If you don't have a PIN, please contact Finance.

3.0 Specific responsibilities of Australian Curriculum, Assessment and Reporting Authority

3.1 Statement issued by bank/service provider

Australian Curriculum, Assessment and Reporting Authority undertakes to provide the cardholder with the monthly statement issued by the bank/service provider within five (5) business days of receipt of said statement.

3.2 Payment to bank/service provider

Australian Curriculum, Assessment and Reporting Authority will ensure that payment is made to the bank/service provider by the due date, subject to receipt of approval by the Department Manager and supporting documentation.

3.3 Security of credit cards

Australian Curriculum, Assessment and Reporting Authority must ensure that adequate procedures are in place to:

- Provide for the secure delivery of each credit card from the bank/service provider to Australian Curriculum, Assessment and Reporting Authority, and from the Chief Operating Officer to each cardholder.
- Ensure the recovery of all unused credit cards and their destruction in accordance with the bank/service provider's requirements, and
- Recover credit cards from cardholders leaving the employment of Australian Curriculum, Assessment and Reporting Authority or cardholders who have been requested to return their credit card.

4.0 APPENDIX 1

Undertaking by the cardholder

AUSTRALIAN CURRICULUM, ASSESSMENT AND REPORTING AUTHORITY CREDIT CARD AGREEMENT AND ACKNOWLEDGEMENT BY CARDHOLDER

Cardholder name: _____

Card Type: _____

Card Number: _____

Position: _____

Chief Executive Officer: _____

Chief Operating Officer: Deborrah Lambourne

Department Manager: _____

I understand and agree that the Australian Curriculum, Assessment and Reporting Authority credit card is issued to me on the express understanding that I will, at all times, comply with the following conditions:

USE

1. The credit card is the property of Australian Curriculum, Assessment and Reporting Authority and in my possession and under my strict control.
2. I will not permit the credit card to be used by any person other than myself.
3. I will only use the credit card for official purposes.
4. I will immediately report any suspected or known unauthorised use of the credit card to the bank/service provider and the Finance Officer.
5. I will not use the credit card to pay for expenses that have already been claimed (or will be claimed) by any form of allowance.
6. I can use the credit card to a maximum limit of \$_____ in any one transaction and to a maximum monthly limit of \$_____. My use of the credit card is subject to the following restrictions on transaction types (specify).

7. I hold a financial delegation that is at least equivalent to the transaction limit in 6 above.

MONTHLY RECONCILIATION

8. I will be issued with a monthly statement by the bank/service provider. I will ensure that all transactions that appear on the monthly statement are verified by me and that sufficient supporting documentation is attached to the monthly statement when it is submitted for approval. I will ensure that goods or services paid for using the credit card are actually delivered or provided. I will ensure that each transaction appearing on the bank/service provider's statement is appropriately coded for accounting purposes.
9. I will sign the monthly statement provided by the bank/service provider to indicate that the transactions appearing for Australian Curriculum, Assessment and Reporting Authority have been made only for official purposes.
10. I will ensure that credits are requested in relation to transactions made using the credit card as soon as I become aware of the need for a credit, for example, where a good or service is not delivered or not provided in accordance with original expectations.

CHANGE IN CARDHOLDER DETAILS

11. I will immediately advise the Chief Operating Officer of any change in my name or contact details.

UPON RESIGNATION OR TRANSFER

12. I will immediately return my credit card to the Chief Operating Officer if I resign or retire, or if my services as an employee of Australian Curriculum, Assessment and Reporting Authority or statutory office holder are otherwise terminated, or if I take up a position in another agency, or if I am instructed to do so by the Department Manager or the Chief Operating Officer.

LOST OR STOLEN CARDS

13. I will immediately report the loss or theft of my credit card to the bank/service provider (24 hour telephone service) and the Chief Operating Officer.

DECLARATION

14. I confirm that I have access to only one credit card issued by Australian Curriculum, Assessment and Reporting Authority.

15. I acknowledge receipt of the document titled "Australian Curriculum, Assessment and Reporting Authority CREDIT CARD - Rules for Use and Administration" dated September 2015.

16. I have been briefed on all aspects of the operation and use of the credit card.

Signature of Cardholder

Signature of Chief Operating Officer

Name of Cardholder (PRINT)

Deborah Lambourne

Chief Operating Officer (PRINT)

Date

Date