

Division:	Resources	Ref. No.	RES-MGT-002
Department:	Resources Management		
Title:	Corporate Credit Cards		

1. PURPOSE AND SCOPE

The purpose of this policy is to ensure that the Royal Australasian College of Surgeons (the College) adopts “best practice” in regard to the issuing and usage of Corporate Credit Cards (CCC) in accordance with the authorities as detailed in the Delegations Manual.

This policy will ensure that there is complete accountability and transparency of process for all transactions undertaken on College business for payment of approved goods and services using corporate credit cards.

2. KEYWORDS

Credit Cards, Delegations Manual, Expenditure

3. BODY OF POLICY

3.1. Objectives

The key objectives of the policy are:

- To ensure that policies and procedures are aligned with best practice
- Ensure expenditure is within approved limits as per the Delegations Manual
- Ensure expenditure is within approved expenditure categories
- To minimise the number of card holders

3.2 Issue

Corporate Credit Card (CCC) may be issued to:

- President
- Vice President
- Censor-in-Chief
- Treasurer
- Chair, Professional Development & Standards Board
- Chief Executive Officer
- All staff directly reporting to the CEO
- Regional Managers
- Regional Project Managers
- Manager, Conference and Events
- Other staff – as approved by the CEO

3.2.1 The Director, Resources will be responsible for the issuing and control of all Corporate Credit Cards and will ensure that a register of all cardholders is maintained.

The CCC should be considered a payment option of “last resort” or for emergency situations as costs cannot be tracked by vendor. These types of transactions are challenging for managing payment enquires from suppliers financial reporting and audit purposes.

Personal expenditure on CCC’s is not permitted.

3.2.2 The CCC should only be used to purchase College related goods and / or services when:

The purchase cannot be made through the College purchasing system by way of a supplier invoice with subsequent payment by cheque or EFT.

The purchase is an emergency and the usual process (above) is not possible.

Approved By: Director, Resources

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Expenditure charged to a CCC would include meals, accommodation and taxis while travelling on College business. Airfares and IT services would only be charges if there was no alternative method of payment by the service provider.

3.3 Limits

The limits are stipulated in the Delegations Manual and maybe varied as required (subject to Council approval)

3.4. Withdrawal

Termination of Council Membership or Employment with the College

When a cardholder ceases to be a member of Council or a College employee who is eligible for a Corporate Card, then that person must:

- Return the card to the Director, Resources.
- Provide all supporting documentation and receipts for all outstanding transactions, to the Director, Resources
- A CCC will be withdrawn if the cardholder does not comply with this policy.

3.5. Supporting Documentation and Authorisation

- All CCC expenditure must be supported by an original Tax Invoice from the supplier which details the goods or services provided.
nb Cardholders **must** ensure wherever possible that the service provider can provide a Tax Invoice with an ABN (Australian Business Number) for the transaction.
- CCC Statements will be forwarded monthly, by email, to each cardholder who will ensure all supporting documentation is attached and details of department/cost centre to be charged are noted on the CCC statement.
- The Expenditure Declaration form should be completed and attached to the CCC statement.
- The documentation is then submitted to the cardholder's supervisor for review and approval. Authorisers should also refuse authorisation before a declaration form is fully completed.
nb A lack of documentation may delay payment and incur liquidated damages **which may be recharged by the College to the cardholder.**
- Failure to complete a CCC holder declaration form is a breach of College policy.

3.6. Penalty for Serial Non Compliance

In circumstances where there is misuse of credit card is sufficiently severe or on an ongoing basis, the Director, Resources will recommend to the CEO that the CCC of a cardholder be withdrawn.

The criteria for card withdrawal and cancellation would include, but not be limited to:

- Failure to supply supporting documentation
- Allocation of personal transactions to card
- Expenditure on items in excess of authority levels
- Non compliance with the policy

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4. ASSOCIATED DOCUMENTS

Delegations Manual

Approver Resources Committee
Authoriser Council