Policy Title | Corporate Credit Card Policy (Australia only)  
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Date Effective | 23-May-2012  
Review Date | 23-May-2015  
Policy Owner | Director, Purchase to Payments Services  
Category | Operational  
Version Number | 1.1  
Content Enquiries | finpol@monash.edu  
Scope | All staff with corporate credit cards on Australian campuses  
Purpose | The purpose of this policy is to govern the use by staff members of their Monash University Corporate Credit Cards.

**POLICY STATEMENT**

The Monash University Corporate Credit Card (hereinafter “corporate credit card”) is to be used by cardholders for the payment of travel and entertainment expenses associated with official University business activities only. Purchasing Services cardholders may use the corporate credit card for the purchase of other goods and services associated with official University business activities. Corporate credit card expenses must be properly documented, with the University-related purpose identified, and the documentation must be made available to both internal and external auditors for scrutiny.

Cardholders must not use their corporate credit cards for:

- personal expenditure
- asset acquisitions over $5000
- contractor payments
- repetitive procurement which could be set up as a purchase order
- the purchase of goods subject to purchase requisition release control
- the payment of fines
- cash advances, over-the-counter cash withdrawals, ATM transactions or the purchase of bank cheques, travelers’ cheques or foreign currency
- the purchase of IT equipment of a value greater than $300
- purchases from Monash University
- Airline club memberships
- University parking permits

Cardholders must ensure that their corporate credit card is acquitted within two weeks following the end of the calendar month and that appropriate documentation, including tax invoices, is provided.

Expenses paid using a Monash Corporate Credit Card must be approved by the relevant Expense Approver.

Cardholders must ensure that their corporate credit card is maintained in a secure manner to prevent loss, theft or misuse and that they do not store their full credit card number and expiry date anywhere.

The Director, Purchase to Payment Services, reserves the right to suspend a corporate credit card should a cardholder fail to acquit the card in a timely fashion, repeatedly fail to provide tax invoices to support acquit or act in contravention of any part of this policy.

**Supporting Procedures** | Corporate Credit Card Procedures (Australia only)
| Responsibility for implementation | Cardholders  
Director, Purchase to Payment Services |
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| Approval Body                     | Academic Quality and Standards policies  
Name:  
Meeting:  
Date:  
Agenda item:  |
| Endorsement Body                  | Academic Quality and Standards policies  
Name:  
Meeting:  
Date:  
Agenda item:  |
| Definitions                       | **Cardholder:** a Monash staff member who has gone through the appropriate channels (outlined in the Corporate Credit Card Procedures) and has been granted the use of a corporate credit card.  
**Purchasing Services cardholder:** a Purchasing Services staff member who holds a Monash University Corporate Credit Card to make purchases as a function of their role.  
**Expenses associated with official University business activities:** Those which are for official purposes and are necessary for a cardholders’ work as a Monash employee.  
**Expense Approver:** ESS approving officer for the relevant cost centre with a financial delegation equivalent to the highest single spend allowable under the credit card holder’s Point of Sale Control profile.  
**Purchase requisition release control:** list of items subject to release control by an authorised approving officer, including: vehicles, safety equipment, radiation equipment, chemical weapons, computer equipment over $300, contractor services, live animals, lasers and hazardous chemicals.  
**ATM:** Automatic Teller Machine  
**IT:** Information Technology  
**Acquittal of the card:** the process of recording the relevant information against corporate credit card spend for taxation and policy compliance purposes, as well as allocating this spend to a University cost centre and fund and providing the relevant supporting documentation. |
| Legislation Mandating Compliance  | **Financial Management Act 1994** (s.44 Accounts to be kept) |
| Related Policies                  | **Goods and Services Tax (Australia) Policy**  
**Fringe Benefits Tax (Australia) Policy**  
**International Staffing and Mobility Policy**  
**Conduct and Compliance Policy**  
**Electronic Information Security: Payment Card Industry Data Security Standards (PCI-DSS) Procedures (Australia only)** |
| Related Documents                | **Monash University Staff Expense Guidelines** |