

Use of Credit Cards Adopted by Executive 2 June 2017

Introduction

The UNION provides credit cards to some Officers¹ and to Industrial and Professional staff² as a cost-effective and convenient method of purchasing goods or services, and to reduce the need for cash transactions. The Union will seek the most cost effective and convenient cards available from the financial institutions it deals with.

This policy applies to those who are issued with credit cards, as well as staff who are authorised to incur expenses on cards that are used centrally for booking flights and accommodation, and paying expenses on the internet (e.g. subscriptions).

Policy

All approved cardholders must be listed on the UNION Credit Card Register.

Each recipient of a union credit card must sign a copy of this Credit Card Policy to acknowledge that they have been given a copy and have understood it. A copy of the signed policy document must be kept on file. In addition, each recipient must sign the UNION Credit Card Register to acknowledge receipt of the card as well as notification of the credit limit and any individual transaction limit.

Individual staff may be expressly authorised by the Secretary to use specific credit cards. This authorisation must be in writing and the individual must sign a copy of this policy to acknowledge that they have seen and understood it. These signed policy documents must be kept on the individual's personnel file.

Details of the individuals authorised to use specific cards must be listed on the UNION Credit Card Register.

¹ Officers are those elected to hold an "office" as defined by the Fair Work (Registered Organisations) Act and include Executive members and Branch delegates to Federal Council.

² Industrial and Professional Staff are those staff appointed by the Executive to carry out Organising, Professional and other Industrial work.

Use and entitlement

Credit cards are only to be used for valid UNION business, for purchases that are directly related to the Official's or employee's responsibilities.

The cardholder may not, in any circumstances, delegate use of the card without the express permission of the Secretary.

Credit cards should only be used for purchases where purchase orders or invoices are unavailable for the transaction. Where possible it is preferable to purchase from businesses with which the UNION has an existing account.

Unauthorised or inappropriate use

The cardholder will be held personally liable for unauthorised transactions unless the card is lost, stolen or subject to fraud by a third party.

Unauthorised transactions include:

- Private or personal expenditure. In the case of accidental personal use this must be reported to accounts staff as soon as practicable following discovery of the error and reimbursement made immediately.
- Use of the credit card to pay for goods or services which might discredit the name or reputation of the Union.
- Payment of civil infringement notices (parking fines, speeding fines, etc.).

Credit card misconduct

Breaches of this policy will be dealt with by the Secretary according to the severity of the breach. Disciplinary procedures may be instituted, and in extreme cases reference will be made to the police for criminal investigation.

Cancellation and security

Credit cards must be stored securely and cardholders should take security precautions when on leave or travelling overseas. Where travel is of a personal nature cardholders should consider keeping their cards locked appropriately on Union premises.

Cardholders must immediately return their credit card to the accounts department on termination of employment with the UNION, or at any time when requested to do so by the Secretary.

If a card is lost or stolen it must be immediately reported to the accounts department so that the card can be immediately cancelled. Cardholders should keep a record of the bank hotline for reporting lost or stolen cards and make a report immediately if it impractical to report to accounts immediately.

Credit limits

Each card's credit limit and individual transaction limit will be notified to the user when the card is issued, and will be included in the UNION Credit Card Register. Individual card limits are currently reported on monthly statements

Changes to credit limits and transaction limits must be authorised by the Secretary.

Cash advances

Credit cards issued by the UNION do not allow cash advances.

Documentation

The cardholder must keep supporting documentation in respect of all purchases made using the credit card. In this context, supporting documentation will comprise a tax invoice / receipt. The customer copy of the credit card receipt is not sufficient evidence in isolation.

In the absence of supporting documentation, the cardholder may be required to provide a statutory declaration in relation to the unsupported expenditure.

Procedures

Reconciliation and authorisation

The cardholder must reconcile the monthly credit card statement to supporting documentation (see above) and include on the monthly statement sufficient detail to enable appropriate allocation of the expense. The reconciliation should occur within seven days of receipt of the statement.

The cardholder must sign the monthly credit card statement to verify:

- the accuracy of the statement
- the fact that the goods and services have been received by the UNION, and
- that all transactions were made for official purposes in accordance with this Policy.

If the card is used for meals or entertainment, the total number of people being entertained, their names, and the names of the organisations they represent, must be noted on the back of the receipt. This includes any UNION officers or employees.

Any inaccuracies on the statement must be notified to the accounts department.

The signed statement, together with supporting documentation must be forwarded to the accounts department for payment and posting of the expense.

Authorisation for payment of the credit card must be made in accordance with UNION's financial delegations, and by a person in higher authority than the cardholder. The Secretary's card payment must be authorised by the President and vice versa.

The accounts department will keep all receipts for five years after the transaction takes place.

Acknowledgement of receipt and understanding of policy

I acknowledge that I have read and understood this Credit Card Policy and will comply with it at all times.

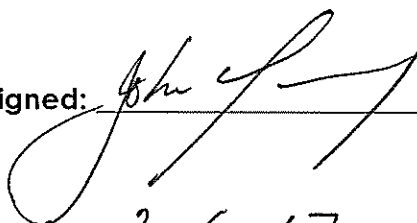
Signed

Name

Date

Note: To be signed by Officers, Industrial and Professional staff who are issued with a credit, as well as staff who utilise cards to make purchases to facilitate team activities (eg. Booking flights / accommodation, etc.).

Status	Final	Next review date	June 2019
Authorised by	Executive	Responsibility	Secretary
Adopted by Executive	2 June 2017	Version	1.0

Signed: 
Dated: 2.6.17