



**Dublin City University
Ollscoil Chathair Bhaile Átha Cliath**

CREDIT CARD POLICY

Revision July 2016

Version Control

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1.0 Introduction

Credit cards have been made available to provide an efficient means of making payments where the normal financial systems and services cannot meet specific requirements for expenditures. In recent years there have been significant developments in the DCU financial systems and services which mean that the requirement for the use of a credit card has diminished. The introduction of such systems as the Travel Portal, the Core Expenses system and the upgraded financial system and processes, provide facilities which enable expenses to be advanced / reimbursed before an individual has to settle the related expenditure. As a consequence, the policy relating to credit cards has been reviewed and updated.

2.0 Scope

The University issues credit cards to certain employees to facilitate the settlement of expenditure incurred during the discharge of their function within the University. This Policy sets out the principles, terms and conditions and procedures governing the issue, use, administration and retention of University credit cards.

In this document the term 'University' should be taken to mean those entities which come within the scope of this policy which include the University, any Centres, Institutes etc. within the University and any subsidiary company of the University

The objective of this policy is to ensure that the terms under which credit cards are issued, operated and withdrawn are clear and to ensure appropriate control procedures are in place and compliance obtained with procurement and financial policies and procedures.

3.0 Issue of Credit Cards

University Credit cards will only be issued in line with this policy. They will only be issued where the applicant has:

- 3.1 Completed the credit card application form available from the Finance Office Website.
- 3.2 Clearly identified in the application form why the expenditure requirement cannot be met through existing financial systems and services.
- 3.3 Obtained the approval of the relevant line manager/ authorised official.
- 3.4 Signed the confirmation of having read, understood and accepted the credit card policy and the terms and conditions under which the credit card is issued and operated.

4.0 Terms and Conditions of Use

No University credit cards will be issued or can be used except in accordance with this policy. The use of a University credit card is governed by the following terms and conditions:

- 4.1 The cardholder is responsible at all times for the proper use of the credit card in line with this policy.
- 4.2 A cardholder is responsible for the safe custody of the card and the security of the card information. Reasonable precautions should be taken to prevent fraudulent use of the card.

- 4.3 Cards may only be used for bona fide University business purpose.
- 4.4 They must not be used for personal expenditure.
- 4.5 They must not be used to withdraw cash
- 4.6 Any expenditure must in compliance with the University's procurement policies and procedures and in compliance with other University policies for example the Travel Subsistence regulations and the Gifts and Entertainment policy and Sponsorship Regulations.
- 4.7 Expenditure must be within budgetary limitations and in accordance with any prior approval requirements.
- 4.8 The credit card limit must not be exceeded.
- 4.9 The holder must return an analysis of the expenditure incurred through the use of the credit card within the timeframe required under this policy as set out in Section 6.
- 4.10 The analysis of spend must be accompanied by proper receipts for all expenditure, copies of credit card receipts alone are insufficient. Note; Non receipted items will be deemed ineligible by the external funder.
- 4.11 Where proper receipts are not made available the reason why must be set out in the expenditure analysis.
- 4.12 All credit card expenditure returns must be signed by the cardholder. The expenditure returns will be reviewed in the Finance Office. Where queries arise they may be raised with the cardholder or directly with the cardholder's line manager.
- 4.13 The card must only be used in normal circumstances by the individual to whom the card has been issued.
- 4.14 Where a card is provided to a department as a procurement card, the card may be used by other members of staff authorised by the cardholder to use the card. All users of the card must comply with this policy and it is the cardholder's responsibility to ensure that the card is used only in compliance with this policy.
- 4.15 Expenditure on the credit card must cease and the credit card returned on resignation, suspension or retirement of the cardholder from the University.
- 4.16 In advance of retirement or resignation or immediately following suspension, the cardholder must submit an expenditure analysis account for the remaining balance on the credit card. Failure to do so may lead to the outstanding amount being deducted from the individual's salary payment until the analysis and supporting receipts are submitted.
- 4.17 The card must be returned to the University during periods of extended leave.
- 4.18 Lost or stolen credit cards must be reported in accordance with paragraph 7 below.

5.0 Withdrawal, Suspension or Cancellation of Credit Cards

The University reserves the right to withdraw, suspend or cancel a credit card at any time without notice. In addition, credit cards may be withdrawn, suspended or cancelled if:

- 5.1 The reasons for the credit card being issued in the first instance are no longer valid.
- 5.2 There has been a breach of the terms and conditions of use.
- 5.3 The level of expenditure is too low to justify the continued use of the card.
- 5.4 The expenditure requirements can be satisfactorily met through other University systems processes or procedures.
- 5.5 The holder fails to make timely returns of expenditure as required under this policy.

6.0 Administration

Credit card statements will be issued monthly to all cardholders, with the current statement date being the 3rd of the month. Cardholders must retain supporting documentation for all expenses incurred on their card which must be returned with their expenditure analysis.

The Finance Office enters the direct debit amounts on the Credit Card Statement onto the Card Holder's Core Expenses Account as an advance by the 15th of each month. The cardholder should check this statement carefully to make sure that all items are correctly charged. Where there are queries, these should be raised immediately so that, if necessary, settlement of the item can be stopped.

The Credit Card Statement is emailed to the cardholder on receipt from the bank. Cardholder uses the Excel Expenditure Analysis Template (Credit Card Transaction Schedule) to list and allocate the credit card expenditure to correct sub cost codes. Backup receipts and documentation to be attached to this template.

The Card Holder logs onto their Core Expenses Account.

Click on My Core Expense.

View "My Impress Balance" to check the date that the advance has been inputted. The date of the advance is generally inputted as the 3rd of the month to ensure advance is pulled in and offset against the expenditure.

The date that the advance has been inputted onto Core Expenses is very important as when you are preparing the claim, if you do not enter the correct date, the system will not offset your credit card expenditure against the advance.

Trip total should equal to Zero as advance is fully offset by expenditure incurred on the card for that month.

The Trip Form is then printed off, attached to the completed Credit Card Transaction Schedule and supporting documentation.

The Trip Form is submitted for approval on Core Expenses.

Approver approves Trip and sends the following documentation to the Finance Office for processing:

- a) Trip ID Form,
 - b) Credit Card Statement,
 - c) Credit Card Transaction Schedule with attached receipts and supporting documentation
- Finance Office processes the trip on Core Expenses and files the claim form for scanning.

Notes:

- No personal expenses should be entered until the credit card advance is cleared.
- Trip total should be zero and should not be submitted until balanced.
- Flights: When inputting flight details, please ensure that the option "self" is chosen otherwise the cost will be included in the claim.
- Meals: When entering a claim for meals, you must include the names of the attendees and the reason for the meal in the notes section.

- **FP7:** If charging the claim to an FP7 research project sub cost code – there are 2 lines for every entry e.g. first line is for the ex-vat price and the second line will be the VAT amount – the code for the VAT is 70050.

This must be completed on a monthly basis, submitted and approved on Core Expenses by the 28th of each month.

7.0 Misplaced or lost

Cardholders who misplace or lose their card must contact the Business Card helpline on 00 353 (0)1 6685500 (Email: com.cards@dcu.ie). The Finance Office must also be informed. (Email: accounts.payable@dcu.ie).

8.0 Misuse of Card

Cardholders who breach this policy may be subject to disciplinary proceedings which may result in disciplinary action up to and including dismissal.

9.0 Review Process

On approval of this policy, a review will be undertaken of existing cardholders to determine whether they are valid credit card holders under the terms of this revised policy. Thereafter the utilisation of credit cards by users will be kept under review to ensure that users remain in compliance with the terms and conditions of usage.