

UMSU Policy

Policy title	Procurement and Use of Credit Card Policy & Procedures
Effective date	2 September 2022
Review Date	September 2023 (thereafter 3 yearly)
Policy Owner	Manager People and Culture
Scope	This policy applies to all staff, student representatives, volunteer program directors and volunteers
Purpose	To provide to all staff, student representatives, volunteer program directors and volunteers with a clear guide to the policy and processes reimbursement of expenses, utilization of existing suppliers and usage of UMSU credit cards as applicable. A credit card associated with an UMSU account may be used only for transactions that comply with this policy and procedures.

Policy

Scope

The *Procurement and Use of Credit Card Policy and Procedures* apply to all staff, student representatives and volunteers who request procurement of goods and services at UMSU and provides card users with guidelines to its use.

This policy provides relevant guidance for the procurement of goods and services at UMSU using invoicing, and purchase orders, a Credit Card, or reimbursement to ensure those procuring goods and services on behalf of UMSU understand their responsibility and obligations.

To meet the Payment Card Industry Data Security Standard (PCI DSS), ensure effective organisational risk management and to support anticipated future requirements, UMSU is committed to protecting credit card details supplied by cardholders and patrons from misuse, loss, unauthorised access, unauthorised modification, and unauthorised disclosure.

This policy aligns with the PCI DSS. This standard is a set of requirements that applies to every person, business or organisation that handles credit card data. This includes any person, business or organisation that receives, stores, processes, or transmits credit card details.

PROCUREMENT

UMSU will maintain a [Procurement Provider List](#).

Staff, student representatives, volunteer program directors and volunteers must follow the following procurement steps prior to committing to payment for goods and services. Where procurement is not in conformity with this procedure, expenditure may not be approved.

Has the expenditure been pre-approved?

The purchaser is responsible for ensuring that the proposed expenditure is in accordance with both UMSU's Financial Regulations and these procedures. When in doubt, ask.

Check whether the service provider or supplier has an existing account for invoicing and procurement with UMSU or whether UMSU already has a relationship with a preferred supplier provide to the goods or service.

UMSU maintains and continues to develop procurement accounts with ethical, BDS compliant and social enterprises. This may include procurement arrangements with providers who provide best value and pricing options to UMSU. Therefore prior to undertaking any expenditure, ascertain whether there is an existing UMSU supplier who can provide the goods or services. Where there is, and they can provide the goods and services in a timely manner, this provider must be used.

Does the provider invoice?

Invoicing is UMSU's preferred procurement method. If the provider does not have an existing relationship with UMSU then, where possible, the provider should be requested to invoice UMSU. If the provision of goods or services meets the criteria of ethical sponsorship, good service and value for money, the user should advise the Coordinator, Student Representation who can ascertain whether this provider should be added to UMSU's [Procurement Provider List](#). Where invoicing is not available, the procurement may be eligible for *credit card payment* - see process below for **UMSU credit card usage**.

Only where invoicing and credit card purchase is unavailable should a purchaser procure the goods or services at their own cost and seek reimbursement.

For small, low cost and urgent purchases and where the above options are unavailable, the goods or services may be procured by the purchaser at their own expense and reimbursement sought through the [standard reimbursement process](#). It is important to note that reimbursement of personal funds on behalf of UMSU is at the CEO's discretion. Reimbursement will not be unreasonably refused providing the purchase is in accordance with UMSU's Financial Regulations and this procedure.

CREDIT CARD USAGE

Security

The Chief Executive Officer (CEO) is eligible to hold an UMSU credit card consistent with UMSU's Financial Regulations. Where required, Divisional Managers may also hold an UMSU credit card as approved by the CEO.

Banking law requires that credit cards be held in an individual's name and consequently, there can be no 'generic' UMSU credit card. All UMSU credit cards will be in the name of UMSU's Chief Executive Officer or relevant Divisional Managers who hold the requisite financial delegation.

Strict protocols and processes must be adhered to for any expenditure on UMSU credit cards. These are as follows:

- Do not use a credit card where an existing account with the provider, or invoicing or purchase orders are available.
- Do not make purchases that will exceed the credit limit on the relevant card.
- UMSU credit cards can only to be used for official UMSU expenditure; accordingly, personal transactions must never be charged to an UMSU credit card.
- The Card holders will keep the card in a secured. If the card is lost or stolen, it must be immediately reported to the bank as per the card’s instructions.
- Purchases may only be made online where the supplier is a reputable provider that aligns with UMSU’s [ethical buying practices](#), as outlined in the [Financial Regulations](#).
- Never include card numbers in any unsecured/unencrypted medium, such as email.
- Never disclose any PIN issued with the card to a third party nor carry it with the card.
- Ensure that payment receipts are checked at the time of each payment to ensure the correct amount is credited.
- Ensure that sufficient documentation is kept regarding all transactions so that credit card expenditure may be satisfactorily reconciled.
- Notify the CEO immediately of any suspected unauthorised transactions on the card account. The CEO will immediately notify the bank.

Use of Credit Cards expenditure guide

Expense	Acceptable Criteria	Invoice and additional information required
Alcohol	With funds passed by Committee and where approved by the cardholder .	Name of site the sale relates to.
Catering and food for programs and events	With funds passed by Committee and where approved by the cardholder.	Meeting name, date, location, and number of attendees.
Coffee Meetings / Lunches	Cardholder only.	Meeting name, date, location, and attendees.
Personal Mobile Phones	Not acceptable.	Not applicable.
Cash Advances & ATM Withdrawals	Not acceptable.	Not applicable.
Industry Memberships and Subscriptions	With funds passed by Committee or Divisional Manager Approval.	

Procedure

APPLICATION AND APPROVAL TO USE AN UMSU CREDIT CARD

Staff

For reconciliation and accountability, all use of UMSU credit cards by staff must be recorded on the [UMSU Staff CC Usage Form](#), which can be found on the UMSU Intranet. All communication regarding use of the credit card should be directed to umsu-cc@union.unimelb.edu.au. If the card used is in the name of a Divisional Manager, then please contact the Divisional Manager directly.

Student Representatives

Prior to requesting the use of the credit card, student representatives are advised to speak to the Coordinator, Student Representation, or the CEO. Credit card use by student departments must be requested by completing the [UMSU OB CC Request Form](#), which can be found on the UMSU Intranet. Requests must be accompanied by minutes from the relevant Committee, Students' Council, or Operations Sub-Committee authorising the expenditure. Financial motions authorising expenditure must include the amount, budget line, and details of what the expenditure is for.

Student Representatives should ensure all requests are lodged for approval and finalised *at least one day prior* to the order being placed.

Documentation

Each card transaction must have an accompanying receipt detailing individual transactions (not the merchant card receipt).

Missing Tax Invoices/Receipts

For any Credit Card transaction that does not have a corresponding receipt, a [declaration form](#) must be completed, approved, and submitted to UMSU Administration at umsu-cc@union.unimelb.edu.au. For Student Representatives, the approval will be via the Coordinator, Student representation. For staff, the approver will be the Divisional Manager, or if beyond the financial delegation of Divisional managers - the CEO.

Review for sign off and payment

On receipt of the credit card statement, it is the responsibility of UMSU Administration to review and reconcile all card transactions for sign off by the CEO. For other Credit Cards held by Divisional Managers, it will be their responsibility to sign off on the statement for payment by UMSU administration.

ACKNOWLEDGEMENT

All Card users must formally acknowledge the requirements set out in this Procedure by signing the [UMSU Credit Card Acknowledgement Form](#). The Acknowledgement Form will be retained on the individual's personal file (staff) or by UMSU Administration.

Breach of this policy may lead to disciplinary action. Where financial loss results from misuse of the credit card, UMSU reserves the right to recover losses from the person responsible.

TERMINATION OF CARDHOLDER EMPLOYMENT

Prior to departure, termination of duties, or transfer to a position that does not have sufficient financial delegation to hold a credit card, the Cardholder must surrender the Credit Card to the Manager People & Culture.

Supporting Procedures	<ul style="list-style-type: none"> • Acceptable Conduct Policy • UMSU Financial Regulations
UMSU Values	<ul style="list-style-type: none"> • Student Led and Focused • Inclusive and Connected • Effective and Engaged • Accountable, Transparent and Responsive
Responsibility for Implementation	<ul style="list-style-type: none"> • Chief Executive Officer
Status	Approved
Approval Body	Students' Council