

# CHARGE CARDS POLICY

## Taratahi Agricultural Training Centre QMS Component

<b>Category:</b>	<b>FINANCE &amp; ADMINISTRATION</b>	<b>Policy Number:</b>	<b>QMS 22</b>
<b>Title:</b>	<b>Charge Cards</b>	<b>Date Approved:</b>	<b>12<sup>th</sup> Oct 2006</b>
<b>Prepared by:</b>	<b>Quality Manager</b>	<b>Date of Last Revision:</b>	<b>8 Feb 2011</b>
<b>Authorised by:</b>	<b>Taratahi Board</b>	<b>Next Review Date:</b>	<b>Jul 2012</b>

### 1. PURPOSE

The purpose of this policy is to:

- set clear guidelines and procedures for the approval, security, and use of Charge Cards; E.g. Farmlands Card, Caltex Card.
- ensure that payments made using Charge Cards are based upon a legitimate invoice or obligation for goods or services provided for the benefit of Taratahi, are properly authorised, and settlement of the Charge Card is made in the most efficient & accurate manner possible.

### 2. ORGANISATIONAL SCOPE

This is an organisational wide procedure.

### 3. DEFINITIONS

### 4. RESPONSIBILITIES

The Business Delivery Manager is responsible for the day to day implementation of this policy

### 5. THE PROCEDURE

#### 5.1. Responsibilities

5.1.1. The CEO is the only person who can approve any staff member to be issued with a Charge Card. The CEO has a responsibility to:

- make themselves familiar with this policy,
- Establish a process to ensure that there is a thorough review of Charge Card transactions, hard-copy statements & attached receipts,

5.1.2. The Business Delivery Manager is responsible for

- ensuring all charges are bona fide Taratahi expenses,
- ensuring their staff comply with this policy, and
- ensuring departing employees return their Charge Cards to Taratahi on or before their last day of work.
- ensuring staff have signed charge card declarations (see attached) prior to commencing any purchases

5.1.2. Managers are only to approve expenditure and their reimbursement that are in accordance with this policy, and are within budget

5.1.3. Card holders have a responsibility to:

- make themselves familiar with this policy;
- exercise prudent business judgment and to act in an ethical and honest manner in the use of the charge card to ensure it is used only for bona vide Taratahi business expenditure.
- never place personal purchases on the charge card under any circumstances;
- obtain valid receipts for all purchases;
- not derive personal financial benefit from charge card use; and
- sign the charge card declaration prior to commencing any purchases.

**5.2. Overview**

Charge cards are issued to approved Taratahi employees to provide staff with an efficient and convenient method of purchasing.

Card use reduces the need for purchase orders, petty cash, staff claims, and cheque/direct credit payment processing for low value purchases.

**5.3. New Staff**

Cards can only be issued when new staff have signed both their employment contract and the Charge Card declaration. (See attachment)

**5.4. Card Issue**

Upon Card approval, a card will be issued to the applicant:

- The cardholder must sign the card immediately upon receipt;
- The card shall be personalized in the name of both Taratahi and the cardholder;
- If requested to do so, the cardholder will return the card to Taratahi immediately.

**5.5. Improper use**

Improper use of the card will be regarded as a disciplinary matter, and will be treated as serious misconduct in terms of the policy on "Staff Discipline".

**5.6. Charge Card Declaration**

The following conditions & declarations must be agreed to by the Card Applicant when applying for a Charge Card.

## Charge Card Declaration

1. Strict care is taken of the card at all times.
2. The Charge Card Policy has been read, and will be adhered to at all times.
3. The cardholder will not use the Charge Card, nor permit it to be used, for other than authorized and approved Taratahi business purposes directly related to Taratahi.
4. If the Charge Card is misused (i.e. other than in accordance with the Card Policy) then the cardholder may incur disciplinary action, including dismissal and legal action, and that deduction may be made from the cardholders wage or salary to cover this cost.
5. The cardholder acknowledges that they will be jointly and severally liable with Taratahi for any personal purchases made on their Charge Card, and that a deduction may be made from their wages or salary for any unauthorized purchases prior to ceasing employment with Taratahi.
6. This is in accordance with Section 5 of the Wages Protection Act 1983, and by signing the declaration the cardholder authorizes a deduction to be made.
7. All purchasers using charge card need to receive an invoice upon purchase and for this to be presented to Accounts for matching with statements and order numbers if relevant.
8. The cardholder must report lost or stolen cards immediately to Taratahi.
9. Prior to ceasing employment with Taratahi, the cardholder will ensure all purchases are coded and approved before returning the Charge Card to their manager.
10. A cardholder must not delegate use of their card to other Taratahi staff.
11. If a personal purchase has been placed on a Charge Card in error, the cardholder must notify their manager immediately, and arrange for the funds to be repaid to Taratahi.

I \_\_\_\_\_ (Print Name) have read, understood and accept the responsibilities associated with having a Taratahi Charge Card, and the consequences of any misuse or improper use of this card.

Signed \_\_\_\_\_

Date \_\_\_\_\_