

CREDIT CARD POLICY

Taratahi Agricultural Training Centre QMS Component

Category:	FINANCE & ADMINISTRATION	Policy Number:	QMS 31
Title:	Credit Card	Date Approved:	
Prepared by:	Corporate Service Manager	Date of Last Revision:	n/a
Authorised by:	Taratahi Board	Next Review Date:	Feb 2010

1. PURPOSE

The purpose of this policy is to:

- set clear guidelines and procedures for the approval, security, and use of Taratahi issued Credit Cards;
- ensure that payments made using Taratahi issued Credit 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 Credit Card is made in the most efficient & accurate manner possible.

This document specifies Taratahi's policies and procedures for:

- Obtaining a Credit Card; eligibility & authorisation;
- Taratahi issued Credit Card use;
- Taratahi issued Credit Card settlement; authorisation & payment.

The Credit Card is issued to approved Taratahi employees to provide staff with an efficient and convenient method of paying for Taratahi expenses.

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

Credit Cards will only be issued to staff that have the approval of the CEO.

2. ORGANISATIONAL SCOPE

This is an organisational wide procedure.

3. DEFINITIONS

4. RESPONSIBILITIES

The Corporate Services Manager is responsible for the day to day implementation of this policy

5. THE PROCEDURE

5.1. Credit Limits

5.1.1. The Board Chair has authorisation to approve a credit card with an agreed limit per individual card for;

- the CEO

5.1.2. The CEO has authorisation to approve a credit card with a maximum limit of \$5000 per individual card for;

- any senior Management team member.

5.1.3. The CEO has authorisation to approve a credit card with a maximum limit of \$3000 per individual card for;

- any other staff member

5.2. Responsibilities

5.2.1. The CEO is the only person who can approve key staff to be issued with a Credit Card.

5.2.2. The Corporate Services Manager has a responsibility to:

- make themselves and any credit card recipient familiar with this policy, and ensure staff have signed the Credit Card declaration (see attached) prior to commencing any purchases
- ensure adequate systems are in place which thoroughly review all Credit Card transactions to be satisfied they are bona fide Taratahi expenses,
- ensure staff comply with this policy, and
- ensure departing employees return their Credit Card to Taratahi on/or before their last day of work or earlier as requested by the Corporate Services Manager.

5.2.3. Managers are only to approve expenditure that is in accordance with this policy, and are within budget

5.2.4. Card Holders must:

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

5.3. New Staff

Cards can only be issued when the approved staff member has signed both their employment agreement and the Credit Card declaration. (See attachment)

5.4. Card Issue

Upon Credit 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;

5.5. Card Ownership

- The card remains the property of Taratahi Agricultural Training Centre
- If requested to do so, the cardholder will return the card to Taratahi immediately.

5.6. Credit Card Declaration

The following conditions & declarations must be agreed to by the Staff member when applying for a Credit Card:

- Strict care is taken of the card at all times.
- The Credit Card Policy has been read, and will be adhered to at all times.
- The cardholder will not use the Credit Card, nor permit it to be used, for other than authorised and approved Taratahi business purposes directly related to Taratahi.
- That if the Credit Card is misused (i.e. other than in accordance with the Credit Card Policy) then the cardholder may be subjected to disciplinary action, including dismissal and legal action, and that deduction may be made from the cardholder's wage or salary to cover this cost.
- The cardholder acknowledges that they will be jointly and severally liable with Taratahi for any personal purchases made on their Credit Card, and that a deduction may be made from their wages or salary for any unauthorised purchases prior to ceasing employment with Taratahi. This is in accordance with section 5.5 of the Wages Protection Act 1983, and by signing the declaration the cardholder authorises a deduction to be made.
- All purchasers using Taratahi issued Credit Cards need to receive a tax invoice/receipt upon purchase and this must be presented to the payments administration for matching with statements and order numbers if relevant.
- The cardholder must report lost or stolen cards immediately to Taratahi.

- Prior to ceasing employment with Taratahi, the cardholder will ensure all purchases are coded and approved before returning the Credit Card to their manager.
- A cardholder must not delegate use of their Taratahi issued Credit Card to any other person.
- The cardholder must never get cash out on the credit card. This will be considered improper use of the Credit Card.
- If a personal purchase has been placed on a Credit Card in error, the cardholder must notify their manager immediately, and arrange for the funds to be repaid to Taratahi.

5.7. 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”.

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

Signed _____ Date _____