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## Overview

UCC will utilise a Corporate Credit Card: for the payment of travel, accommodation, conference and entertainment expenses for staff approved to hold such a card.

## Scope and Application

This Policy sets out the principles governing the use of all University credit cards and the procedures for the issue and withdrawal of cards. No University credit cards may be issued or used except in accordance with this policy.

## Policy Principles

1. The following staff are eligible to apply for a University Corporate Credit card

- President
- Bursar
- Registrar
- Head of Tyndall National Institute

In addition the following offices will also hold a University Corporate Credit card

- Library: to facilitate the purchase of books and periodicals for the Library and UCC departments
- Procurement Office: to facilitate the booking of travel and accommodation and large items of equipment

Please note that the issue of University credit cards is also subject to approval by the issuing bank.

2. Cardholders are responsible for the safe custody of cards and the security of card information, and are trusted to spend University funds prudently.
3. Cardholders must retain supporting documentation for all expenses incurred on their card in accordance with the procedures.

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4. Credit Cards may only be used for transactions incurred wholly and exclusively on the activities of the University.
5. Expenditure charged to the credit card will be monitored by the Finance Office.
6. Misuse of a University credit card in breach of this policy may result in the cancellation or withdrawal of the card. Misuse includes:
  - a) Using the card for a private transaction such as a personal purchases or purchases for the sole benefit of the cardholder.
  - b) Assigning or transferring the card to another person.
  - c) Using the card after the cardholder's employment or relationship has been suspended or terminated.
  - d) Using a University credit card when you are not the cardholder named on the card and without the named cardholder's specific written authority.
  - e) Using the card for a transaction in excess of budget or for which there are insufficient funds.
  - f) Using the card for cash withdrawals
  - g) Using the card for expenditure not previously approved where prior approval was required (i.e. where a UCC policy specifically requires prior approval of a superior).
  - h) All other policies e.g. procurement must still be complied with when using the card

7. Cardholders must return their University credit card permanently when:

- a) they resign from their role or leave their employment or engagement with the University, or
- b) they no longer require use of the card as part of their University duties.

8. Cardholders must return their University credit card temporarily for safekeeping when:

- a) their relationship with the University is temporarily suspended for a period of 12 weeks or more, or
- b) they take periods of extended leave from their University activities.

9. University credit cards may be withdrawn or cancelled by the Bursar/Chief Financial Officer.

<b>Policy Approval and Review</b>	
<b>Policy Version No.</b>	1
Date Prepared	29/4/09
<b>Committee</b>	<b>Date Approved</b>
University Management Team [Strategy]	
University Management Team [Operations]	
Finance Committee	
Governing Body	
<b>Issuing Office</b>	

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