

## 1. Introduction

To facilitate the purchase goods and services on line, UCC introduced a **pilot scheme** in 2004 whereby a number of department heads would be issued with business credit cards. This scheme is currently being reviewed.

## 2. What can the card be used for?

Expenditure is limited to the following items so as to ensure that UCC complies with taxation regulations such as VAT; Professional services withholding tax, Tax clearance certificates. Significant penalties and interest will be levied on UCC should these regulations be breached.

Travel  
Accommodation  
Conference fees

## 3. Who can use the card

The cardholder can use the card for booking conferences, travel and accommodation on line, or in person.

The administrator in the department may use the card when booking conferences, travel and accommodation on behalf of the cardholder or other staff members authorised to travel. Please note that for identification purposes, the date of birth of the cardholder has been supplied to the credit card company. Administrators who wish to use the card should be aware of this information.

Remember only the card holder can use the card in person.

## 4. How to administer the card

Credit card statements will be issued monthly to all cardholders (the current billing date is the 28<sup>th</sup> of the month, Bank of Ireland have agreed a credit period of 25 days). The cardholder should check this statement carefully to make sure that all items are correctly charged.

Cardholders must complete an [expenses claim form](#) in full, including dates, description and purpose of the expenditure, charge codes, and total expenditure. The cardholder must send the completed authorised form and original detailed till receipts to the Finance Office for the attention of the Accounts Payable Manager, Gayle Atkinson, ext 2138 by the 14<sup>th</sup> of each month.

<http://www.ucc.ie/en/financeoffice/FrequentlyRequestedForms/DocumentFile,14335,en.xls>

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**A soft copy of this form must also be emailed to the Accounts Payable Manager, [G.Atkinson@fin.ucc.ie](mailto:G.Atkinson@fin.ucc.ie) by the same date.**

Payment will be made to the bank only on presentation of an original claim form accompanied by receipts, signature of claimant, and appropriate authorising signature and correct charge codes. In the event of a form being returned without detailed till receipts or no or incorrect codes or without the correct authorised signatory it will be returned to the cardholder and will result in a delay in payment to the bank.

**5. What happens if the bank does not receive payment on time**

The bank will charge the credit card interest at a rate of 17.9% APR. This will be charged to the cardholder's budget immediately.

**6. Situations where the card will be withdrawn and cancelled**

Where a cardholder fails to return a valid expenses claim form within the time period advised on the monthly statement for any three months in any twelve-month period the card will be withdrawn immediately.

Where a department uses the card on expenditure not listed at 1 above the card will be withdrawn and cancelled immediately. Any costs to UCC as a result of this will be billed to the cardholder departmental budget.

**7. Credit Card Limit**

The limit on the card is the maximum expenditure that can be on the card at any one time.

**8. Withdrawal of cash is not permitted under this scheme.**

**9. What happens if the card is misplaced or lost**

If you misplace or lose your card please contact Rachel Robinson, Bank of Ireland Customer Service, Lower Mount Street, Dublin (ph: 01-4885175 email [Rachel.Robinson@Boimail.com](mailto:Rachel.Robinson@Boimail.com)) alternatively you may contact Bank of Ireland's main no. for lost/stolen cards which is 1890 706 706.

You must also inform Deirdre Stuart/Eithne Beasley at the Finance Office, ext 3033/3550.

**10. Viewing your credit card statement online**

You will be able to view your credit card statement online. Deirdre Stuart will contact you with details of the website to use and your login identification.

**UNIVERSITY COLLEGE CORK  
FINANCE OFFICE  
Procedure for use of the departmental  
business credit card**



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**11. Queries**

Should you have any queries regarding the above procedures or use of the card please contact Deirdre Stuart/Eithne Beasley, Accountant, Finance Office ext 3033/3550.

All queries regarding payment should be sent to Gayle Atkinson, Accounts Payable Manager.

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I accept the procedure governing the use of the departmental business card in UCC as outlined above. I also acknowledge that this is a pilot scheme and that it may not be extended beyond the term of the pilot at which point the card will be returned by me to the Finance Office.

***Signature of cardholder:***

***Date:***

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ALL QUERIES ON THIS DOCUMENT TO BE SENT TO: Deirdre Stuart/Eithne Beasley – [d.stuart@ucc.ie](mailto:d.stuart@ucc.ie)  
& [ebeasley@fin.ucc.ie](mailto:ebeasley@fin.ucc.ie)

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