

Procedure for use of the departmental business credit card

1. Introduction

The advent of on- line purchasing has led to a demand from departments to have a credit card facility to purchase goods and services on line. The EMG has approved the introduction of a **pilot scheme** whereby a number of department heads would be issued with business credit cards. The pilot scheme would run for 6 months from June to December 2004. Should this pilot prove successful it will be rolled out to all departments in UCC. The critical success factor would be that the cardholders only use the cards on approved expenditure items, that the cardholders complete the monthly return, coding each item of expenditure and authorising payment within the interest/credit period.

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 travel and accommodation on line, or in person. The administrator in the department may use the card when booking 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 28th 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.

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cardholder must send the completed authorised form and original receipts to the finance office for the attention of the Accounts Payable Manager, Carmel Condon, ext 2138 by the 14th of each month.

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

A soft copy of this form must also be emailed to the Accounts Payable Manager, CCondon@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 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 cardholders consumables account 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 consumables 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. 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) 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.

9. 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.

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

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10. 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 Carmel Condon, Accounts Payable Manager.

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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