

Purpose

The UCC Societies debit card is used to facilitate Society members to settle expenses and other related expenditures e.g. travel, accommodation etc. securely and reliably in carrying out the business of UCC Societies. The purpose of this policy is to provide clarity to Society members in relation to the terms under which the UCC Societies debit card is to be used.

Scope

This policy pertains to any Society members or members of the Societies Executive team who submit requests for payment of suppliers by debit card.

Definitions

SEP refers to the Societies Executive President.

SEA refers to the Societies Executive Assistant.

SO refers to the Societies Officer.

SFOs refers to the Financial Officers of each Society Committee.

Policy Statement

UCC Societies shall comply with UCC best practise in relation to the use of the UCC Societies debit card. All members will be fully aware of the terms and conditions governing the use of this card.

Roles and Responsibilities

Societies Finance Officers

Each Finance Officer is responsible for the following:

- Ensuring that all Society committee members are fully aware of the Societies Debit Card policy and have received appropriate training.

- Ensuring that the UCC Societies Debit card is only used for appropriate expenditure.

Societies Executive

- Ensuring that all Societies Presidents, Vice Presidents, Finance Officers and Society members comply with the UCC Societies Debit Card policy and have received appropriate training.
- Ensuring that the debit card is only used for transactions incurred wholly and exclusively in relation to the activities of UCC Societies.
- The SO and SEP play an important role in the approval of Society expenditure. The SO can approve expenditure via debit card with a value greater than €500 but less than €1,500. Any expenditure above this amount has to be approved by both the SO and SEP. The SEP will ensure that expenditure is appropriate, in line with budget and that funds are available to cover the cost.
- The SEP and SEFO must make all Society members aware that they need to have funds to match the expense in their accounts prior to using the debit card (whether the money has been fundraised by them or granted in funding from the guild). This applies to all transactions including those which are processed over the phone. If the exact cost is not known in advance, an estimate must be included in the debit card request through the portal.
- The SEP and SEFO must make all Society Committee Members aware that the SO and SEA will process all debit card transactions and that the debit card can't be used without prior approval.
- The SO/SEP can approve the card utilisation form on the portal. Following this the card may be used by the prescribed committee member in the supervision of the SEA or SO within the confines of the Clubs and Societies Office.

Societies Officer

- The SO is responsible for the safe custody and appropriate use of the Societies debit card and the security of the card information.
- The SO is responsible for the reporting of lost or stolen debit cards in accordance with the terms and conditions of the debit card company.
- The SO is responsible for signing off on payment requests of €500 OR greater where payment is being made by debit card to ensure that the expenditure is appropriate

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SEA

- The SEA is responsible for ensuring that supporting documentation in the portal for all expenses incurred on the UCC Societies debit card.
- The SEA is responsible for ensuring the debit card request has been approved prior to processing debit card transactions by Societies members.
- The SEA can approve debit card transactions with a value of up to €500.
- If a Societies Debit Card transaction is to be made using funding from the Societies Guild: The SEA must check that the request has been approved on the Societies portal and ensure that all the details entered when processing the transaction match those inputted on the Societies portal.
- SEA must ensure that the funds are reimbursed immediately from the Society's Account to the Societies Executive central account.

Sanctions

Misuse of a Societies Debit Card in breach of this policy may result in the withdrawal of the Society's ability to use the card.

Misuse includes:

- Saving the card details to supplier's accounts and using them to purchase items without the SO's permission at a later stage.
- Using the card for a private transaction such a personal purchase or purchase for the sole benefit of the Societies member. Repayment of this amount will be required immediately.
- Using the card for a transaction in excess of budget or for which there are insufficient funds without prior authorisation by the SEP/SO.

Compliance with other policies e.g. procurement is essential when using the card. The Societies debit card may be withdrawn by the Societies Officer and SEP.

Procedure

- There is one UCC Societies debit card in use which is held in the Societies Office. The card is held in a secure location by the SEA in the Societies front office.
- Requests for payment by debit card are made by filling out the 'Debit Card Use Form' on the Societies Portal. The Society's Finance Officer includes the following details on the form – 'Title', 'Company Name', 'website/url or company', 'Total' and 'Details'
- The form is reviewed by the SEA if the payment request is under €500, by the SO if the payment request is over €500 and less than €1,500 and by the SO and SEP if the request is over €1500. Once the request has been marked as approved in the portal, the Society member will prepare the transaction in the Societies Office. The SEA will then check that all the details are correct before inputting the debit card details in order to complete the transaction.
- Once the debit card request is completed, the Society member will add the transaction to the portal to reflect the expense. This request will then be marked as completed on the portal.
- The limit on the Societies debit card may only be adjusted if authorised by the UCC Finance Officer.

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Contacts

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Policy Review

This policy will be reviewed on an annual basis prior to the commencement of the new Executive by the Societies Officer and the Societies Executive in consultation with the Finance Office.

Version Control

Title of Policy	UCC Societies Debit Card Policy
Policy Owner: [Department/Unit]	Finance Office, UCC
Policy Contact: [Name, Title, E-mail]	Gina Morrissey, Finance Analyst (g.morrissey@ucc.ie)
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