



# Purchasing Card (P Card) Policy and Guidelines

## 1. Purpose, Scope and Responsibilities

### 1.1 Policy Purpose

The purpose of this policy is to ensure all Unitec Employees understand Unitec's Code of Conduct in relation to P Card spending, i.e. they will:

- i. Exercise responsible stewardship of Unitec's resources and protect Unitec's reputation in the wider community
- ii. Avoid improper use of the resources of Unitec for private gain or the gain of a third party
- iii. Have a justifiable business purpose
- iv. Ensure their financial and other interests and actions do not conflict, have the potential to conflict, or seem to conflict with the obligations and requirements of their Unitec position.

### 1.2 Application and Scope

This Policy (and its associated policies and procedures) applies to all Unitec employees when they are managing expenditure using the P Card, which could potentially create financial and/or reputational risk to Unitec.

The Unitec P Card is a Unitec credit card as opposed to a personal credit card, and is to be used for the purchase of goods and services which support legitimate Unitec business.

Each employee issued with a P Card is provided with a copy of this Policy and must sign the declaration form for acceptable business related use.

### 1.3 Eligibility and issuing of P Card

The P Card is issued on a needs basis and is issued to a named employee and must not be a contractor, fixed term or casual employee. P Cards will not be issued in a Department's name.

Once the P Card Application Form is completed and duly approved by the respective Managers, it can be submitted to the Finance Administration Manager, who will lodge the card application with ANZ Bank. The P Card cannot be transferred or delegated to another employee.

The eligibility criteria are:

- i. The employee is required to purchase goods and services on behalf of Unitec
- ii. The employee is responsible for sourcing various items of relatively low value where a P Card is an economical and efficient means of procuring goods and services
- iii. The employee has within their role a high level of expenditure while travelling on business
- iv. The employee may regularly be required to make payment online for goods and services

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## 2 Policy Statements

### 2.1 Use of P Cards

The preferred method of purchasing is via a purchase order through the Purchasing system in PeopleSoft. A Supplier should be set up in PeopleSoft if there are frequent purchases from the same Supplier via the P Card.

P Cards should only be used when it is necessary to incur expenditure whilst off-site, for meal expenses whilst on Unitec business meetings, or if required to make internet purchases or other authorised use purposes (refer Section 2.4 on Unauthorised Use).

When a P Card is used:

- i. The P Card holder is responsible for the reconciliation of their expenditures, including attaching a GST invoice/receipt to support each transaction in the expense report
- ii. If GST invoices/receipts are mislaid, the P Card holder is responsible for obtaining a copy of the GST invoice/receipt
- iii. The most senior employee present where expenditure is incurred will charge costs to their P Card
- iv. P Card holder must not split a purchase to circumvent the approved transaction levels or monthly credit limit of the P Card assigned to them
- v. Domestic and international travels must be booked through Unitec travel broker, not through P Card
- vi. P Card holder is personally liable for any unauthorised purchases or inappropriate use of the P Card, which must be recovered by reimbursing Unitec in the same month of the date of purchase
- vii. If a personal transaction has been put through the P Card in error, the P Card holder must code the personal transaction to "Personal Expenses", reimburse Unitec immediately by online banking to Unitec's bank account, and attach proof of reimbursement to the expense report
- viii. An employee's misuse of the P Card may lead to disciplinary action, which may include dismissal.

### 2.2 Internet Purchases using a P Card

Purchasing over the internet has associated risks and as such is discouraged. However, such purchases will be permitted only if a particular good/service can only be procured this way, and the following rules must be adhered to:

- i. All purchases must be consistent with the P Card Policy & Guidelines, the terms and conditions of the P Card and other applicable Unitec's policies and procedures governing the use of Unitec funds
- ii. Purchases must only be from established reputable companies that operate in a safe and secure site
- iii. Do not transact on any public computer, use only Unitec or personal computers
- iv. Only use sites that show "https" in the address bar as this indicates a secure encrypted site
- v. Use sites that only display a padlock icon as this indicates it is a trusted verified site
- vi. P Card holder must attach the online GST receipt/invoice to the reconciliation in an expense report
- vii. All P Cards used frequently over the internet will have low credit and transaction limit to minimize the risks to Unitec of fraudulent activities.

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## 2.3 P Card Security (lost, stolen, replacement P card)

- i. P Card holders must always treat the P Card with the same level of care as they would their own personal credit card
- ii. P Card holders must keep the P Card in a secure location at all times and ensure security of the P Card account number and PIN
- iii. P Card holders must not disclose their PIN to any other person
- iv. P Card holders must report immediately their lost or stolen card to ANZ Bank on 0800 473 373 or if overseas on +64 470 3142, and notify the Finance Administration Manager in the Finance Department
- v. To replace a P Card, the P Card holder must complete a P Card Replacement Form, have it approved by the Authorising Line Manager and the Executive Director of Finance before submitting it to the Finance Administration Manager
- vi. Where the P Card holder has a history of lost, stolen or damaged P Cards, Unitec reserves the right to recover any fees incurred in replacing the card, or not to replace the card.

## 2.4 Unauthorised Use

The P Card must not be used for the following instances:

- i. Where a supply contract exists between a Supplier and Unitec through the Procurement process
- ii. Domestic or international flights or accommodation
- iii. Personal purchases
- iv. Cash advances
- v. Cash refunds
- vi. Lease agreements
- vii. Mobile devices including tablets, sim cards, data use charges, top-ups
- viii. Computers devices and consumables of any kind and software
- ix. Print devices
- x. Domestic Internet (ISP) charges
- xi. Stationery purchased in New Zealand
- xii. Payment for work attracting PAYE and Withholding tax
- xiii. Payments to consultants or contractors
- xiv. Internal payments within Unitec
- xv. Capital equipment including furniture, fittings and furnishings
- xvi. Purchases involving trade-ins
- xvii. Reimbursements to Unitec employees
- xviii. Gift vouchers
- xix. Traffic infringements
- xx. Gratuities/tips unless overseas where it is part of the custom and practice
- xxi. Alcohol without prior written approval from the Chief Executive
- xxii. Staff catering without prior written approval from the Chief Executive

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### 3. Reconciliation and Approval of P Card Expenditure

#### 3.1 P Card holder's Responsibilities

- i. The P Card holder must fully reconcile their monthly credit card spend by submitting an expense report in the Expenses WorkCenter in PeopleSoft by the end of the first working week of the following month
- ii. The expense report must be submitted with attached GST receipts/invoices and the required Unitec form, if applicable (Application to Travel, Tuition Fees Assistance Application and Tuition Fees Bond Agreement forms)
- iii. EFTPOS receipts are not an acceptable form of receipt for the expense report
- iv. Amend and resubmit the expense report if sent back by either the Cost Centre Manager or Compliance Auditor within 7 days
- v. Spending without the required supporting documentation and pre-approval for some expenditures would be deemed as unsubstantiated spend. This will be at the staff's responsibility and cost, which must be reimbursed to Unitec in the same month of the transaction date, and proof of reimbursement must be attached to the expense report.
- vi. Failure to reconcile the P Card statement timely will result in temporary or permanent revocation of the P Card.

#### 3.2 Approving Cost Centre Manager's Responsibilities

- i. Once the P Card holder has submitted the expense report for approval, the Cost Centre Manager must check each transaction to ensure it is a legitimate business expense, appropriately coded to an expense type, have the GST invoice/receipt and the required Unitec form, if applicable (Application to Travel, Tuition Fees Assistance Application and Tuition Fees Bond Agreement forms)
- ii. The Cost Centre Manager must also ensure the transactions comply with the various policies and procedures (as listed in the Reference Documents section)
- iii. Any alcohol purchases must have written pre-approval of the Chief Executive
- iv. Any transactions not approved by the Cost Centre Manager must be reimbursed to Unitec by the P Card holder in the same month of the transaction date, and proof of reimbursement must be attached to the expense report.

#### 3.3 Unresolved and Disputed Billing Errors

The P Card holder is responsible for contacting the Supplier to resolve any disputed charges or billing errors.

If the matter is not resolved with the Supplier, the P Card holder must complete a P Card Transaction Dispute Form and forward to [CommercialCardsMaintenance@anz.com](mailto:CommercialCardsMaintenance@anz.com) and contact the Finance Administration Manager in the Finance Department for assistance if required.

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### 3.4 Credits

The Supplier must issue all credits due to the respective P Card for any items they are refunding, which will appear subsequently on the P Card statement.

Under no circumstances can the P Card holder accept cash in lieu of a credit to the P Card account.

### 3.5 Termination/Revocation of a P Card

Any P Card holder terminating their employment with Unitec or transferring internally to another department must reconcile their P Card account by completing the expense report(s) and submitting for approval.

The P Card holder must return the P Card to the Finance Administration Manager for it to be cancelled with ANZ

Failure to comply with this Policy, the terms and conditions of the P Card or other related Unitec related policies may result in

- i. Consideration of a breach of the Code of Conduct,
- ii. A disciplinary action being taken against the P Card holder,
- iii. The P Card holder is liable for any inappropriate cost or loss incurred by Unitec,
- iv. Temporary or permanent revocation of the P Card

### 3.6 Administration of the P Card

The Finance Department maintains a register of all P Card holders with credit limit and daily transaction limit details.

A review of all P Card usage will be carried out by the Finance Department and will make recommendations to the Executive Director of Finance for cards to be cancelled due to lack of use.

P Cards no longer required for business use must be returned to the Finance Administration Manager to be cancelled immediately as there are fees associated with active cards.

## 4 Guidelines

Additional guidelines to the P Card holder for particular categories of expenditure.

### 4.2 Air travel and accommodation

P Card can only be used only to make emergency travel arrangements. All travel arrangements must go through Unitec's travel broker (currently Orbit).

For international travels, our travel broker provides 24/7 toll free numbers to change travel if required. Travel expenses will be billed directly to Unitec.

### 4.3 Business Meetings

P Card is the preferred option for meal expenses whilst on Unitec business meetings. Refer to the Sensitive Expenditure Policy and Sensitive Expenditure Procedures for further clarification.

### 4.4 Alcohol

Written pre-approval from the Chief Executive must be sought if there is alcohol purchase. Refer to the Sensitive Expenditure Policy and Sensitive Expenditure Procedures for further clarification.

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**4.5 Electronic devices and software**

These types of expenditures should be procured via the IT Department.

**4.6 Fuel**

Fuel for rental vehicles should be purchased using the P Card prior to vehicle drop off. P Card fuel purchase is not allowed for private vehicles.

Submit a mileage claim through the Expenses module in PeopleSoft for using a private vehicle during Unitec business local travel.

**4.7 Gift vouchers**

Must be purchased using purchase orders. Written pre-approval from the Chief Executive must be sought if had to purchase using the P Card.

**4.8 Stationery**

Should be purchased using a purchase order from Unitec's preferred supplier (currently Officemax).

**5 Reference Documents****Compliance with Unitec Corporate Policies and Procedures**

Processes and activities must be conducted in accordance with Unitec's Corporate policies and procedures as well as with standards of behavior specified and/or implied by the following:

- Code of Conduct
- Interests Policy
- Financial Delegations Policy
- Procurement Policy
- Sensitive Expenditure Policy
- Sensitive Expenditure Procedures
- Gifts at a Glance
- Expense Claim Policy
- Expense Claim Procedures
- Travel Policy
- Travel Procedures

**6 Document Management and Control Details****Document Details**

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