

## PURCHASING CARD POLICY

<b>Category</b>	Finance
<b>Policy Owner</b>	Chief Financial Officer
<b>Last review</b>	October 2025
<b>Next review</b>	December 2029
<b>Approved by</b>	Vice Chancellor
<b>Effective date</b>	7 October 2025

### 1. PURPOSE

Purchasing cards (*PCards*) support administrative efficiency as an alternate method of payment. The purpose of this policy is to ensure that PCards are used for legitimate and approved operating business expenses.

### 2. POLICY

PCards can only be used for University operating business expenditure and in accordance with related University Policies. PCards should generally be used where:

- A purchase order cannot be raised, for example: registering for conferences/membership and subscriptions paid online.
- One-off purchases from suppliers not contracted with AUT. If there is an active supplier account, this purchase should go through the Procure to Pay team by raising purchase orders.
- Travel-related expenditure that is unable to be booked through AUT's preferred travel management consultant.
- Hospitality expenses provided on behalf of the University. The transaction must state (a) the reason and (b) the names of all people in attendance. Where there are multiple cardholders present at a meal or entertainment, expenditure is to be incurred on the most senior staff member's PCard.

PCards **cannot be used:**

- For cash withdrawals.
- To circumvent the capital budget process to purchase capital items.
- To purchase electronic devices and business tools which should be ordered through ICT or Procurement.
- To purchase furniture.
- Purchase gift cards and vouchers.
- To pay Koha, donations, scholarships or sponsorships.
- For services attracting PAYE or withholding tax.
- For the purchase of hazardous substances, risk biologicals or equipment. Rather, such purchases should be ordered by raising a purchase order.
- Any purchase that is covered by preferred supplier agreements.
- Circumvent the Sensitivity Expenditure Policy.
- By a manager asking another staff member to purchase on their PCard, on the approver's behalf.
- The PCard must not be used for personal expenditure, or the expense give the impression of being personal in nature. Expenses that are normally regarded as personal, and therefore for which staff members are expected to pay themselves, include:
  - Getting to and from your normal place of work.
  - Daily meals, unless providing appropriate hospitality for external guests.
  - Regular parking for a usual day's work.
  - Traffic and parking fines – whether or not you were on business.

For personal purchases of any kind where a P-Card was genuinely charged in error, the card holder must immediately advise the card approver and reimburse the University.

**Misuse** of the PCard will result in:

- The cardholder responsible for that misuse having their card cancelled, and/or
- Disciplinary action may follow for the misconduct related to/regarding the use of the card.
- Reimbursement to the University for any personal expenditure or disallowed costs incurred on

the University provided PCard.

In all other respects, use of the PCard must be in accordance with the [Purchasing Card Procedures](#) and [Sensitive Expenditure Policy](#).

### 3. DEFINITIONS

**PCard:** means the Purchasing Card issued by the University to individual staff members.  
**Cardholder:** the staff member issued a PCard.  
**Approver:** cardholder's authorised reviewer (one-up, or designated manager) who reviews and approves card holders PCard transactions.

### 4. SCOPE

This Policy applies to all University staff members who have a PCard and/or approve PCard transactions.

### 5. RELATED PROCEDURES/DOCUMENTS

[Disciplinary Procedures](#)  
[Employee Discipline Policy](#)  
[Fraud Policy](#)  
[Guidelines for Hospitality and Gifts](#)  
[Procurement Policy](#)  
[Travel Policy](#)  
[Travel Procedures](#)  
[Sensitive Expenditure Policy](#)

### 6. RESPONSIBILITY

**Cardholders** must:

- Demonstrate an understanding of this Policy and associated procedures.
- Ensure that the PCard is used for University business.
- Always maintain the security of the PCard and never give out their physical or digital card to anyone under any circumstances.
- Use the card for legitimate business expenditure.
- Obtain tax invoice for purchases and attach to relevant transactions.
- Code the transactions in a timely manner.
- Not derive personal financial gain from use of the PCard.

**Approvers** are responsible for:

- Demonstrating an understanding of this Policy and Procedures.
- Reviewing and endorsing that the expenditure is an appropriate business expense.
- Reviewing online PCard transactions and receipts are in accordance with this Policy.
- Ensuring legitimate PCard expenditures are approved in a timely manner.
- Ensuring PCards are returned by staff who have resigned to their line manager.

**Faculty and Directorate Heads of Finance & Accountants** are responsible for:

- Spot auditing monthly statements for correct authorisation and attachment of receipts.
- Investigating cases of possible misuse of PCard and escalating these to management.

**Finance** is responsible for:

- Receiving approved PCard applications and issuing PCards.
- Reconciling PCard transactions against the direct debit payments.
- Liaising with the issuing bank with regards to disputed items.
- Processing coded PCard transactions into financial reporting system.
- Providing analytical reviews to management to ensure adherence to the Purchasing Card Policy.

### 7. DOCUMENT MANAGEMENT AND CONTROL

<b>Policy Owner</b>	Chief Financial Officer
<b>Last review</b>	October 2025
<b>Next review</b>	December 2029
<b>Approved by</b>	Vice Chancellor
<b>Effective date</b>	7 October 2025