



Policy: Purchase card

Purpose

This policy sets out the principles that apply to the use and care of the ANU Purchase Card.

Overview

Procurement using the University Purchase Card is conducted in an efficient, effective, economical, ethical, transparent and accountable manner, to achieve value for money, minimise risk and protect and preserve the University's reputation.

Scope

This policy applies to all staff, students and Visitors and Honorary Appointment (VaHAs) who are issued with an ANU Purchase Card (Purchase Cardholders), or who have responsibilities as Purchase Card Approvers.

Financial Accountability Instructions

This policy includes Accountable Authority Instructions issued under section 20A of the [Public Governance, Performance and Accountability Act 2013](#) (PGPA Act) relating to the efficient, effective, economical and ethical use and management of resources in undertaking the functions of the University.

Accountable Authority Instructions are presented as **bold text**.

Policy Statement

Accountable Authority Instructions

- 1. The Purchase Card must be used within any limits imposed by the University's [Delegations Framework](#).**
- 2. Prior to using the Purchase Card, Purchase Cardholders must ensure that the proposed commitment:**
 - complies with all applicable legislation, University policies and procedures;**
 - is necessary to provide for the functions of the University;**
 - is an efficient, effective, economical and ethical use of University resources;**

- if applicable, complies with grant terms and conditions.
3. **ANU Purchase Cards must not be used for personal or non-allowable transactions.**
 4. **Accidental personal use must be identified and repaid in accordance with the Purchase Card Procedure.**
 5. **An acquittal of the previous month's Purchase Card transactions must be completed within ten (10) business days of each month end, in accordance with the [Purchase Card Procedure](#).**
 6. **Purchase Card Approvers must review the acquitted Purchase Card transactions within fifteen (15) business days of each month end, in accordance with the Purchase Card procedure, and approve or resolve acquitted transactions, as appropriate.**

Responsibilities of Purchase Cardholders and Purchase Card Approvers

7. Purchase Cardholders and Purchase Card Approvers have a number of responsibilities, as detailed in the policy, the [Purchase Card procedure](#), the [Cardholder Agreement](#) and other published [guidelines](#).
8. The University expects the highest standards of accountability for the use and management of public resources. Purchase Cardholders and Purchase Card Approvers play a crucial role in achieving this standard of accountability, necessary to minimise risk and protect and preserve the University's reputation.
9. Misuse of the ANU Purchase Card, including non-compliance with this policy, the Purchase Card Procedure, Cardholder Agreement and Guidelines, and wilful and repeated failure to complete the acquittal process and review, approve or resolve acquittals of Purchase Card transactions is a breach of the [ANU Code of Conduct](#) and will be managed in accordance with the [Misconduct, Serious Misconduct and Suspension Procedure](#).
10. The Purchase Cardholder is responsible for reimbursing the University for all charges that are considered as misuse of the Purchase Card.

Finance and Business Services Responsibilities

11. The Finance and Business Services Division has responsibility for regularly reviewing compliance with this policy, Purchase Card Procedures, Cardholder Agreement and other published guidelines.
12. The Finance and Business Services Division regularly reviews Purchase Card transactions, and where necessary will reduce Purchase Card limits, cancel cards and seek repayments where misuse or risk of damage to the University's reputation is

identified or suspected. Suspected misuse of the Purchase Card is managed in accordance with the [Misconduct, Serious Misconduct and Suspension Procedure](#).

Delegations Relevant to this policy

- **000220:** Finance Delegation: Authority to purchase goods and services (including the signing of related purchasing contracts) within budget limit.

Document information

Title	Purchase card
Document Type	Policy
Document Number	ANUP_000448
Version	10
Purpose	To inform users of the University corporate purchasing card facility, and its associated obligations.
Audience	Staff, Students, Affiliates
Category	Administrative
Topic	Finance
Subtopic	Purchasing
Effective Date	7 Dec 2020
Review Date	6 Dec 2023
Responsible Officer	Chief Financial Officer (director.finance@anu.edu.au)
Approved By	Vice-Chancellor (vc@anu.edu.au)
Contact Area	Finance and Business Services (fbs-centralsupport@anu.edu.au)
Authority	Public Governance, Performance and Accountability Act 2013
Printed On	24 Jan 2021

Please ensure you have the latest version of this document from the Policy Library website before referencing this.