

POLICY: Purchases/Debit Card

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Before purchase: Refer to [Procurement Policy](#)

How to Initiate a Payment

Related Procedure: [Payments](#)

1. Seek approval from authorised delegate(s) (see below table)
2. Process transaction using an organisation debit card (see below guidelines) or using personal funds. For direct supplier invoices go to step 3.
3. Complete the [Expense Form](#), signed by relevant delegate(s) from step 1
4. Email completed form to Finance Officer as instructed on form

If payment is required:

5. Finance officer initiates payment in Xero (accounting software) on Tuesdays and Thursdays.
6. At least two electronic account authorities review the transaction in Commbiz against the documentation in Xero, reconciling amount and bank details.
7. If all payments are consistent, they will be authorised. If not consistent, they will be rejected and discussed with Finance Officer.
8. Payment received by claimant or claimant’s nominee within 24 hours (CBA) or 48 hours (OFI). If not received, claimant contacts Finance Officer.

Delegation Matrix

The following table summarises who must approve expenses incurred by the organisations:

Amount* (\$)	ANUSA	PARSA	Woroni
0 - 100	Verbal approval from staff member or representative responsible for the relevant portfolio	Approval from treasurer or president	Approval from 1 executive or majority of the Board of Editors
100 - 200	Written approval from treasurer and vice-president or 2 other executive members	Approval from president and executive	As above

	if T/VP unavailable		
200 - 500	As above	As above	Written approval from 4 Editors (not counting the applicant)
500+	Minuted in an executive meeting, held 8am each Wednesday or, if urgent, approved via email execution	Minuted in a PRC meeting	As above

*For ongoing contracts, 'amount' refers to the annual cost of the item

Debit Cards

A CBA Debit MasterCard ("debit card") may be issued to executive representatives and staff of the associations, to be used for the payment of association expenses or purchases allowed under the conditions of this policy.

To make purchases for the association under this policy, the purchase must meet the following conditions, unless formal prior written approval is received by the President, Editor-in-Chief or Office Manager:

- the cardholder must press CR (not CHQ/SAV) so they can be identified on the bank statement
- the purchase must be authorised by the relevant budget manager;
- the purchase must be for the value of \$100 or more and;
- the purchase must not be able to be made using EFT;

The debit card cannot be used for the following under any circumstances:

- the purchase of firearms, fireworks, pornography or tobacco products;
- cash withdrawals or the purchase of bank cheques, traveller's' cheques or foreign currency;
- personal expenditure;
- the payment of fines, payroll, reimbursement or grants.

(ANUSA and PARSA Only) The account linked to the debit card must never have a balance of over \$1000 for a period of time more than 2 business days.

Non-cardholder members wishing to use the debit card for the associations' expenses must submit an itemised list of what is to be paid prior to usage, with enough time allowed for transfer of funds for relevant purchases. Cardholders must approve any payments on the debit card before payment is made.

A completed [Expense Form](#) with tax invoices attached must be sent to the Finance Officer within 3 business days of the transaction by the cardholder (see above procedure).

Cardholders must ensure that their debit card is maintained in a secure manner to prevent loss, theft or misuse and that they do not store their full debit card number and expiry date anywhere.

In the event of non-compliance with provisions related to the use of debit cards, a majority of the board may require the cardholder to surrender their debit card to the Office Administrator until such time as all missing receipts have been provided, or until a resolution is passed by the majority of the executive/board to return the card to the cardholder.