

WORONI

Australian National University Student Media

PURCHASES AND DEBIT CARDS POLICY

1. Purpose:

1. To ensure that purchases made for the Association and with the Association's money are made responsibly
2. To ensure that Association debit cards are used effectively, securely and responsibly

2. Other Policy Documents:

This policy should be read in conjunction with the Association's Constitution, Expenses and Reimbursements and Procurement Policy

3. Purchases:

1. This policy is subject to proper procurement processes and proper expense approvals as outlined in the Procurements and Expenses and Reimbursements policies respectively
2. Payments should be made by Electronic Funds Transfer (EFT) where possible through NetBank
3. After payment has been made, it shall be reconciled by the Managing Editor in Xero subject to any further approval
4. To make a payment by EFT, approval must be sought beforehand and this approval must include an invoice or some other proof of intention of purchase

4. Debit Cards:

1. The Executive Officers of the Association shall be issued Association debit cards
 - a. The account to which the debit cards are linked shall not have more than \$15,000 deposited in it for anymore than one day at any one time
2. Purchases should be made with Association debit cards rather than personal funds where possible to avoid the burden of reimbursements
3. In accordance with the Expenses and Reimbursements Policy, purchases made by debit card, whether in person or online, which are \$200 or below may be made without prior approval but are subject to approval by 2/3 Executive Officers of the Association
 - a) Subject to this, purchasers must consult with the Managing Editor regarding available budget for any purchases
4. In accordance with the Expenses and Reimbursements Policy, no purchase over \$200 may be made with an Association debit card without prior approval from a majority of Board members
5. Association debit cards cannot be used for any of the following:
 - a) The purchase of firearms, ammunition, fireworks, pornography, alcohol or tobacco products;
 - b) Cash withdrawals or the purchase of bank cheques, traveller's' cheques or foreign currency;

Australian National University Student Media PURCHASES AND DEBIT CARDS POLICY

- c) The payments of fines, payroll, reimbursements or grants;
 - d) Any personal expenditure

 - e) Anything else which is prohibited for purchase under the *Higher Education Legislation Amendment (Student Services and Amenities) Act 2011* or any agreement between the Association and the University
6. Non-cardholder Board members and volunteers wishing to use the debit cards must ask an Executive to attend with them to make the purchase
 - a) Subject to this, purchasers must consult with the Managing Editor regarding available budget for any purchases
 7. A valid tax invoice or other proof of purchase should be provided to the Managing Editor, either physically or electronically, within 5 business days of the purchase
 - a) Where another card holder has made the purchase, they may send a finance approval with a valid tax invoice rather than giving the invoice to the Managing Editor to complete the approval, in this case the approval should be sent within 10 business days
 8. Cardholders must ensure that their debit card is maintained in a secure manner to prevent loss, theft or misuse, cardholders must not store their full debit card number, expiry date or CVV anywhere
 9. 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 Managing Editor until such time as all missing receipts have been provided, approvals have been sent or a resolution is passed by a majority of the Board to return the card to the cardholder
 - a) In the case that the Board requires the Managing Editor to surrender their debit card, they shall surrender this to the Editor in Chief

5. Policy Details:

This policy replaced the previous Purchases and Debit Cards Policy on 27/10/2022

The policy was last updated on 19/06/2023