University Corporate Cards

1. Introduction
The University may issue credit cards to staff members who travel frequently or who incur high levels of non-procurement expenditure. The cards are only available for business use and are to be used predominantly for expenses and not for the purchase of equipment etc. which must adhere to the normal procurement process.

2. Applying for a University Corporate Card
Application forms for a credit card must be completed, authorised by the Head of School/Section and returned to the Finance Section. The application will be reviewed and if approved a Corporate Card Application form, supplied by the bank, will be issued for completion, along with a declaration agreeing to the terms of use of the card. The initial application form can be found at:

https://www.abdn.ac.uk/staffnet/secure/finance-forms-397.php

3. Use of Cards
3.1. Cards should only be for business use and under no circumstances should they be used for personal transactions. (Personal use of the card may lead to disciplinary action).

3.2. Every expense paid via a card must be supported by a valid receipt.

3.3. University Corporate Cards are to be used predominantly for expenses incurred while travelling on University business. Cards can also be used to pay for travel and accommodation where the University’s travel agent cannot provide the service, conferences, books etc. purchased over the internet. Purchases of equipment should follow standard procedures to ensure that the University receives the benefits of centrally negotiated discounts, VAT relief etc.

3.4. Cards will normally have a maximum credit limit of £1,000, in certain exceptional cases, for example where an individual is frequently travelling on University business, a higher limit may be permitted. Any individual requiring a temporary increase to their card limit, e.g. for an overseas field trip, can request this by contacting the Finance section a week before the trip is due to start. Cards will not have large credit limits (in excess of £5,000) on a permanent basis,

3.5. University Corporate Cards should not be used to withdraw cash under any circumstances.
4. **Recording University Corporate Card Transactions in the Finance System**

Corporate card transactions are uploaded to the finance system on a weekly basis during the month. Instructions for processing these transactions are contained in the ‘How To’ guide ‘Processing Corporate Credit Cards’, which can be found at:

[https://www.abdn.ac.uk/staffnet/documents/secure/finance-e5-howto/Corporate-Credit-Cards-2.2.pdf](https://www.abdn.ac.uk/staffnet/documents/secure/finance-e5-howto/Corporate-Credit-Cards-2.2.pdf)

Outstanding credit card purchase are not included in the University’s expenditure figures until these have been cleared. Corporate card claims must be completed within **two months** of the expenditure being incurred.

5. **Settling Corporate Card Expenditure**

Corporate card statements are not issued to cardholders. However, anyone who would like to view their transactions can apply for online view-only access to their account by emailing corporatecards@abdn.ac.uk

The cardholder must now ensure that the following steps are completed:

5.1. A corporate card expense claim to account for the University Corporate Card expenditure is entered on the finance system, following instructions in the ‘How To’ guide.

5.2. Receipts should be scanned or photographed with a smart phone, and the PDF or image file attached to the relevant line of your expense claim.

5.3. Original receipts may be required for certain European funded research grants, where necessary grant holders will be notified by R&I/RFS at the grant setting up stage. If notified original receipts must be placed in an envelope clearly labelled “European Grant Receipts” and forwarded to Accounts Payable.

**Lack of scanned receipts may render the member of staff liable to income tax.**

5.4. Failure to process a claim for expenditure incurred on a corporate card within 2 months of the costs being incurred will result in the card being suspended. Cards will only be re-instated once all claims have been entered.

Approvers will check transactions to ensure that the expenditure relates to genuine business activities, that the claim adheres to the University’s Expenses & Benefits Policy and that all receipts have been attached. If everything is in order the expense claim will be approved, if not the claim will be rejected for the card holder to rectify the situation. The University’s Expenses & Benefits Policy is accessible from the [Policy Zone](https://www.abdn.ac.uk/staffnet/documents/secure/finance-e5-howto/Corporate-Credit-Cards-2.2.pdf) in StaffNet.
6. Returning a University Corporate Card
When a member of staff leaves the University, the University corporate card must be returned to the cash office at least 30 days before their finish date. All expenditure incurred must be processed and approved on a corporate card expense claim prior to the card holder leaving the University.
University Corporate Cards Procedure

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Staff

n/a

Details of procedure for University Corporate Cards.

n/a

Finance

Finance

Corporate cards, application, use, recording transactions