

Purpose

The UCC Societies credit card is used to facilitate Society members to settle expenses and other related expenditures e.g. travel, accommodation etc. securely and reliably in carrying out the business of UCC Societies.

The purpose of this policy is to provide clarity to Society members in relation to the terms under which the UCC Societies credit card is to be used.

Scope

This policy pertains to any Society members or members of the Societies Executive team who submit requests for payment of suppliers by credit card.

Definitions

SEP refers to the Societies Executive President.

SEA refers to the Societies Executive Assistant.

SO refers to the Societies Officer.

SFOs refers to the Financial Officers of each Society Committee.

Policy Statement

UCC Societies shall comply with UCC best practise in relation to the use of the UCC Societies credit card. All members will be fully aware of the terms and conditions governing the use of this card.

Roles and Responsibilities

Societies Finance Officers

Each Finance Officer is responsible for the following:

- Ensuring that all Society committee members are fully aware of the Societies Credit Card policy and have received appropriate training.

- Ensuring that the UCC Societies credit card is only used for appropriate expenditure.

Societies Executive

- Ensuring that all Societies Presidents, Vice Presidents, Finance Officers and Society members comply with the UCC Societies Credit Card policy and have received appropriate training.
- Ensuring that credit cards are only used for transactions incurred wholly and exclusively in relation to the activities of UCC Societies.
- The SEP, alongside the SO, plays an important role in the approval of Society expenditure. The SEP/SO can approve expenditure via credit card with a value of greater than €250 but less than €1,500. Any expenditure above this amount has to be approved by both the SEP and the SO. The SEP will ensure that expenditure is appropriate, in line with budget and that funds are available to cover the cost.
- The SEP and SEFO must make all Society members are aware that they need to have funds to match the expense in their accounts prior to using the credit cards (whether the money has been fundraised by them or granted in funding from the guild). This applies to all transactions including those which are processed over the phone. If the exact cost is not known in advance, an estimate must be included in the expenditure request form.
- The SEP and SEFO must make all Society committee members are aware that the SO or SEA will process all credit card transactions and that the credit card will not be given to any committee member.

Societies Officer

- The SO is responsible for the safe custody and appropriate use of the Societies credit card and the security of the card information.
- The SO is responsible for the reporting of lost or stolen credit cards in accordance with the terms and conditions of the credit card company.
- The SO is responsible for signing off on payment requests of €250 or greater where payment is being made by credit card to ensure that the expenditure is appropriate.

SEA

- The SEA is responsible for ensuring that supporting documentation is retained for all expenses incurred on the UCC Societies credit card.
- The SEA is responsible for processing credit card transactions on behalf of Societies members.
- The SEA can approve credit card transactions with a value of up to €250.
- If a Societies Credit Card transaction is to be made using funding from the Societies Executive: The SEA must check that the request has been approved on the Societies portal and ensure that all the details entered when processing the transaction match those inputted on the Societies portal.
- If the Society is using their own fundraised money to complete the credit card purchase: The SEA must ensure that the funds are reimbursed immediately from the Society's Account to the Societies Executive central account.

Sanctions

Misuse of a Societies Credit Card in breach of this policy may result in the withdrawal of the Society's ability to use the card.

Misuse includes:

- Saving the card details to supplier's accounts and using them to purchase items without the SO's permission at a later stage.
- Using the card for a private transaction such a personal purchase or purchase for the sole benefit of the Societies member. Repayment of this amount will be required immediately.
- Using the card for a transaction in excess of budget or for which there are insufficient funds without prior authorisation by the SEP/SO.

Compliance with other policies e.g. procurement is essential when using the card. The Societies credit card may be withdrawn by the Societies Officer and SEP.

Procedure

- There is one UCC Societies credit card in use which is held in the Societies Office. The card is held in a secure location by the SEA in the Societies front office.
- Requests for payment by credit card are made by filling out the Credit Card Approval form (Appendix) in person in the Societies Office. The Society's Finance Officer includes the following details on the form – payee details, amount, reason for payment etc.
- The form is reviewed by the SO (if the payment request is over €250). Should the request be over €1,500 it must also be approved by the SEP. Any request below €250 is approved by the SEA. Once the request has been approved the Society member will prepare the transaction using the computer in the Societies Office. The SEA will then check that all the details are correct before inputting the credit card details in order to complete the transaction.
- Once the credit card request is completed the SEA will add the transaction to the portal to reflect the expense.
- A hard copy of the payment confirmation and the original payment request will be retained by the SEA in the credit card file in the Societies Office.
- The limit on the Societies credit card may only be adjusted if authorised by the UCC Finance Officer.

Related Documentation

Forms

Title	Link
UCC Societies Executive Credit Card Form	https://societies.ucc.ie/committee-resources/

Contacts

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Policy Review

This policy will be reviewed on an annual basis prior to the commencement of the new Executive by the Societies Officer and the Societies Executive in consultation with the Finance Office.

Version Control

Title of Policy	UCC Societies Credit Card Policy
Policy Owner: [Department/Unit]	Finance Office, UCC
Policy Contact: [Name, Title, E-mail]	Gina Morrissey, Finance Analyst (g.morrissey@ucc.ie)
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