



**Maynooth
University**

National University
of Ireland Maynooth

Oifig Sparánaí Ollscoil Mhá Nuad
Maynooth University Office of the Bursar

Maynooth University Visa Purchasing Card Policy

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1. Introduction

The university sets out in this policy, the regulations and procedures to be followed in relation to the expenditure incurred using departmental Visa Purchasing Cards.

A Visa Purchasing Card is issued in the name of the Head of Department or Senior Administrator and is the property of the university. The purpose of using a Visa Purchasing Card is to give Budget Holders and administrators the flexibility of making minor online purchases and avoid a costly supplier set up for one-off purchases.

The policy outlines the university's approach in general terms and is not expected to cover every possible situation. Any items not covered by the policy, or of an unusual nature, should be raised with the Finance Department in advance of the cost being incurred and any advice given, should be attached to the relevant Visa Procurement Card Statement at time of processing.

Nothing in this policy supersedes normal procurement rules within the university.

2. Purpose and Scope of Policy

The purpose of this policy is to present a set of rules and procedures to be applied when authorising and undertaking purchases using a Visa Purchasing Card.

The policy has been framed regarding the following principles: -

- All purchases are wholly, exclusively and necessary for the business of the university and where use of Purchase Order Processing is not possible.
- The card must never be used for personal use or to withdraw cash.
- Visa Purchasing Cards are managed in a cost-effective manner and in accordance with all procurement guidelines.

The scope of the policy covers all purchases using Visa Purchasing Cards.

3. Authorisation and Responsibility

- 3.1 Requests for Visa Purchasing Cards may be sanctioned by the Bursar based on a business case put forward by a Budget Holder.
- 3.2 A credit limit and a transaction limit will be assigned to each card sanctioned as part of the above process.
- 3.3 Purchases made with the Visa Purchasing Card will be authorised each month by the Head of Department or Budget Holder on a Visa Purchasing Card summary sheet with supporting documentation attached.
- 3.4 By approving the monthly Visa Purchasing Card summary sheet, the approving officer is confirming that all purchases are wholly, exclusively and necessary for the business of the university and that each item is supported by an original and fully detailed invoice or printout; and that the Business Unit can be charged with the expenditure.
- 3.5 The Visa Purchasing Card summary sheet is checked and a journal for processing the charges to relevant business units is authorised by the Financial Operations Manager.
- 3.6 The Visa Purchasing Card holder must notify and return the Visa Purchasing Card to the Finance Office in the event of a change in role. A new Visa Purchasing Card will be issued to a replacement individual nominated by the President.

4. Guidelines

Purchases

- 4.1 The Visa Purchasing Card must not be used for purchasing goods and services such as office furniture, computer equipment which can be ordered and paid for, by invoice using university procurement frameworks.
- 4.2 Purchases of software and other items up to a limit of €1,500 are permissible where payment is a one-off purchase and can only be transacted online.
- 4.3 In exceptional cases, this limit may be exceeded where no alternative payment process exists but written prior approval of Director of Finance or Bursar is required and should be attached to the monthly Visa Purchasing Card summary sheet.
- 4.4 Cardholders are not allowed exceed their monthly credit limit.

5. Documentation

- 5.1 Authorised Visa Purchasing Card summary sheets are required to be submitted to the university's Payments Office within two weeks of the department receiving their monthly statement from Visa.
- 5.2 All invoices and original receipts should accompany the Visa Purchasing Card summary sheet return.
- 5.3 A full description of the nature of the expense should be included on the Visa Purchasing Card summary sheet. A description such as "university business" is not sufficient.
- 5.4 All hospitality payments must be accompanied by a listing of attendees on the form available from the Finance Office website as well as the actual itemised receipt from the hotel or restaurant.

6. Compliance and Penalties

- 6.1 Compliance with this policy is essential to assure the public of the appropriateness for using Visa Purchasing Cards for the items purchased.
- 6.2 In the case of an initial non-return of the monthly Visa Purchasing Card summary sheet, an email warning of non-compliance will be issued by the Payments Office. Any further breaches will see the Budget Holder penalised in the amount of €200 for each non-return.
- 6.3 Where there is continued non-compliance with this policy, the Bursar may at his sole discretion, withdraw the Visa Purchasing Card from the Budget Holder.

7. Submission of False Expenditure

- 7.1 The submission of a false or exaggerated expenses claim is a serious matter. In all cases, where an allegation is made, which would if substantiated, amount to the submission of a false or exaggerated expense claim, a notification will be made to the President and Director of Human Resources for examination under University Statutes. It may lead to disciplinary action being taken by the university up to and including dismissal.

- 7.2 There are legal obligations on the university, and its auditors, to report financial crimes to various agencies including An Garda Síochána, HEA, Data Commissioner, Charity Regulator and others, irrespective of value, which come to their attention.