



University College  
of Osteopathy

# Corporate Credit Card Policy

Core Documentation Cover Page

# Corporate Credit Card Policy

Version number	Dates produced and approved (include committee)	Reason for production/ revision	Author	Location(s)	Proposed next review date and approval required
V1.0	Nov 2011 SMT	To state the conditions of use and procedures for corporate credit card-holders.	Finance Director	All master versions will be held in: J:\0 Quality Team - Core Documentation Intranet	Nov 2013
V1.0	Feb 2017 PRAG Chair	General Review No Changes	Finance Director	All master versions will be held in: J:\0 Quality Team - Core Documentation Intranet	Feb 2019
V2.0	Jul 2017 PRAG Chair	Administrative Amendments to update institution name change from British School of Osteopathy to University College of Osteopathy and to update staff role titles.	Finance Director	All master versions will be held in: J:\0 Quality Team - Core Documentation Intranet	Feb 2019

## Equality Impact

Positive equality impact (i.e. the policy/procedure/guideline significantly reduces inequalities)

Neutral equality impact (i.e. no significant effect)

X

Negative equality impact (i.e. increasing inequalities)

**If you have any feedback or suggestions for enhancing this policy, please email your comments to: [quality@uco.ac.uk](mailto:quality@uco.ac.uk)**

## CORPORATE CREDIT CARD POLICY

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## 1. SCOPE

- 1.1 The University College of Osteopathy (UCO) provides a number of credit cards with small limits to certain members of staff for the purpose of conducting the business of the charity. This policy contains conditions of use and procedures for the credit card-holders.

## 2. INTRODUCTION

- 2.1 It is the policy of the UCO to provide certain staff with corporate credit cards for the purpose of conducting the business of the charity.
- 2.2 Credit card user and credit limit approvals are at the discretion of the Principal & Chief Executive and the Finance Director. In general, credit card holders include the Principal & CEO, Vice-Principals, Finance Director and Head of Estates.

## 3. POLICY REQUIREMENTS

- 3.1 All corporate credit cards are the property of the University College of Osteopathy and authorised users shall take the necessary precautions to ensure the safekeeping of the card.
- 3.2 Each cardholder must read and sign a statement agreeing to adhere to the corporate card policy.
- 3.3 The Finance Director is responsible for ensuring that the cardholder receives and reads a copy of this corporate card policy prior to being issued of a card.
- 3.4 Corporate credit cards may not be used for personal expenditures of any kind.
- 3.5 No cash advances are allowed.
- 3.6 An expense claim for credit card purchases must be submitted within 30 days after the expense is incurred.
- 3.7 Receipts are required for any expense. Confirmation statements, shipping receipts or similar reports may be used to document telephone, internet orders or fax orders.
- 3.8 Reports will be reviewed for validity and accuracy by the Head of Estates prior to being paid.
- 3.9 Any card holder who has missing receipts or a non-business expense will report the information to the Head of Estates and the cardholder may be held personally liable for the amount claimed.

APPENDIX 1: CORPORATE CREDIT CARD AGREEMENT FORM

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## Corporate Credit Card Agreement

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As a representative of the University College of Osteopathy, I have been issued a credit card account that bears no interest and has a credit limit of £\_\_\_\_\_

As a condition of a credit card being issued, I agree that I will use this account only for bona fide, acceptable business purposes related to the UCO and that I will not use this account for personal purposes.

I understand that I must submit credit card expense claims and receipts within 30 days after the expense is incurred.

I also understand that failure to abide by the credit card policy can result in me being personally liable for expenditure incurred using the credit card.

I further agree to immediately return the card to the Finance Director or Head of Estates upon leaving the UCO.

<b>Signed:</b>	
<b>Print Name:</b>	
<b>Date:</b>	