

Departmental Head/Administrator monthly credit card checklist

✓	Action
	Ensure receipt of completed employee credit card expenses form or the original credit card statement for each employee holding a credit card.
	Check each transaction has supporting documentation.
	Authorise the credit card expense form/credit card statement to verify the expenditure has been incurred exclusively in the proper performance of duties and complies with the University's Finance Regulations and the University's Credit Card Procedures.
	Check that the correct rates for travel and subsistence have been adhered to.
	Ensure the University's Purchasing Policy has been followed and documentation is attached in support.
	Ensure the necessary journals are created and posted to clear the control account and charge the relevant expense accounts/research grants.
	Where a single departmental credit card is used, ensure there is segregation of duties in operation.
	Review credit limits.
	Ensure that all existing cardholders and prospective applicants have completed online Modern Slavery Act training .
	Update list of cardholders/details as required.
	If VAT has been levied on goods purchased, consult the Tax Department to determine if it is reclaimable.
	If Services Tax is applicable, consult the Tax Section.
	Record any potential taxable benefits (P11D). At the end of May each year, submit details of records pertaining to the year 6 April – 5 April to the Payroll Manager.
	Ensure the card is destroyed and Finance Division is notified should the employee leave (no later than one month before leaving date).
	Ensure all credit card queries have been resolved prior to an employee leaving.