

Policy Title:	Use of Corporate Credit Cards
Description:	To outline acceptable and unacceptable use of corporate credit cards.
Author (Position):	Chief Financial Officer (Updated by Financial Controller)
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Use of Corporate Credit Cards

1. General

This document sets out the procedure to be followed when procuring goods or services using a Marino Institute of Education (MIE) corporate credit card.

Cards are issued subject to approval by the President. Cardholders are:

- The President
- The Vice President for Finance and Professional Services
- The Financial Controller
- The IT Director
- The Head Librarian
- The Director of Estates and Conferencing
- The Marketing Officer, Oifigeach Gaeilge agus Margaíochta, and
- Post Primary Languages Initiative (PPLI) National Co-ordinator (a former tenant of MIE, whose accounting administration is undertaken by MIE Finance Department).

Approval limits are set by the Vice President for Finance and Professional Services, in consultation with the President, so as to be appropriate for ongoing requirements, without being excessive.

2. Purchasing of Goods

- 2.1 Cardholders must obtain a receipt for each item purchased using the card, and retain it for matching against the monthly statement. (Note: card machine receipts are not sufficient, as they do not provide adequate details of the expenditure)
- 2.2 Statements will be sent monthly to the cardholder. The cardholder should attach the receipts (numbering them for ease of reference) and sign the statement as confirmation that they have authorised each expenditure item. The cardholder should also indicate the expenditure and department code for each line item.
- 2.3 As with any [purchases](#), it is MIE policy to ensure that best value for money is obtained for all expenditure. MIEs policy on Purchasing of Good and Procurement of Services should be adhered to at all times while using an MIE Corporate Credit Card.

3. Use of Card by Persons Other Than the Cardholder

3.1 The Financial Controllers card is the card designated for such use. Any other cardholder receiving a request from another department head to use their card should refer the requester to the Finance Office.

3.2 In relation to the Financial Controllers card:

3.2.1 Occasionally, another Head of Department (or member of their Department with their Head of Department's permission) may require to make a credit card purchase. The card of the Financial Controller is the nominated card in this situation. The Head of Department should submit an email to Finance, authorising the purchase and providing the expenditure code to be charged. The purchase will then be made within the Finance Department. The Finance office will not make travel bookings relating to hotels and flights.

3.2.2 In no circumstances will the Financial Controllers card details be provided to anyone outside of the Finance Department.

3.3 Minor Purchases

3.3.1 The above [section 3.1](#) is not intended to supersede the general principle set out in MIE's [Reimbursement of Expenses Policy](#) that staff should make minor purchases themselves and reclaim them via their periodic expenses claim (bearing in mind that the expenses will have been recouped before the individual's credit card bill is payable).

4. Approval of Card Expenditure

Upon receipt of the approved statement and accompanying receipts, statements are reviewed and approved by the Vice President for Finance and Professional Services. In the case of the Vice President for Finance and Professional Services' card, statements are submitted to the President for review and approval.

5. Budget Management

It is the responsibility of each cardholder to maintain security over their card and to ensure that adequate budget is available for any expenditure being charged to their card.

6. Non-Compliance

Cards are issued to the individuals listed at [section 1](#) above, for their convenience, and on condition that they comply in full with this procedure and any other MIE procedure which may be relevant. Failure to adhere to this procedure may result in the card being withdrawn and in any other disciplinary action considered appropriate, under the [MIE Disciplinary Policy](#).

7. Responsibility

Any queries regarding any of the above should be directed to a member of the Finance Department, who will endeavour to resolve all queries in good time.

8. Related Documents

- 8.1 [MIE Disciplinary Policy](#)
- 8.2 [Reimbursement of Expenses Policy](#)
- 8.3 [Purchasing of Goods and Procurement of Services](#)