

1. Introduction:

DITSU Ltd provides credit cards to provide an efficient means of making payments where appropriate. This policy sets out the principles governing the use of all DITSU credit cards. All DITSU credit cards must be used in accordance with this policy.

2. Scope:

DITSU Ltd issues credit cards to the President and certain employees to facilitate the settlement of expenditure incurred as part of their role in DITSU. This policy outlines the principles, terms and conditions and use of DITSU Ltd credit cards.

The objective of this policy is to ensure that the terms under which the credit cards are issued, operated and withdrawn are clear and also to ensure appropriate control procedures are established.

3. Issue of Credit Cards:

The Board of DITSU Ltd must approve the issuing of credit cards and set the expenditure limit of all such credit cards.

4. Terms and conditions of use:

All DITSU Ltd credit cards must be issued and used in accordance with this policy. The use of a DITSU Ltd credit card is governed by the following terms and conditions:

- ❖ The cardholder is responsible at all times for the proper use of the credit card in line with this policy. The card and its number should not be given to any other person and if done then the cardholder remains solely responsible for its use.

- ❖ A cardholder is responsible for the safe custody of the card and the security of the card information. All reasonable precautions should be taken to prevent the fraudulent use of the card.
- ❖ Cards may only be used for bona fide DITSU Ltd business purposes
- ❖ Cards must not be used for personal expenditure
- ❖ Cards must not be used to withdraw cash.
- ❖ The credit card limit must not be exceeded
- ❖ All expenditure must be within budgetary limitations and in accordance with any prior approval requirements as set out by DITSU Ltd from time to time.
- ❖ The card holder must return an analysis of credit card expenditure within a time frame as outlined in section 6.
- ❖ The analysis of expenditure must be accompanied by proper receipts for all items of expenditure.
- ❖ Where proper receipts are not made available, the reason why must be set out in the expenditure analysis.
- ❖ All credit card returns must be signed by the cardholder.
- ❖ The card must only be used in normal circumstances by the individual to whom the card has been issued.
- ❖ Upon resignation from DITSU Ltd or the termination of an officership with DITSU Ltd, the credit card must be returned together with an analysis for the expenditure on the card at that time.
- ❖ Failure to submit a final expenditure analysis may lead to the outstanding amount being deducted from the cardholder's salary payment
- ❖ The card must be returned to DITSU Ltd during periods of extended leave.
- ❖ Lost or stolen cards must be reported as outlined in section 7.

5. Withdrawal, suspension or cancellation of credit cards.

DITSU Ltd reserves the right to withdraw, suspend or cancel a credit card at any time without notice. In addition, credit cards may be withdrawn, suspended or cancelled if:

- ❖ The reasons for the credit card being issued in the first instance are no longer valid.
- ❖ There has been a breach of the terms of the conditions of use of the card.
- ❖ The level of expenditure is too low to justify the continued use of the card
- ❖ The holder fails to make timely returns of expenditure as outlined in this policy.

6. Administration

The detailed analysis of expenditure including supporting receipts must be returned to the Deputy CEO no later than 15th of each month. An excel template will be issued for this purpose.

Cardholders must retain supporting documentation for all expenses incurred on the card which must be returned with their expenditure analysis. Failure to do so may lead to immediate suspension of the card, at the discretion of the Deputy CEO.

7. Lost or Misplaced Credit Cards

Cardholders who misplace or lose their credit card must contact the Bank of Ireland customer services at 1890 251 251. The Deputy CEO must also be informed on maura.cunningham@ditsu.ie

8. Misuse of Credit Card

Cardholders who breach this policy may be subject to disciplinary proceedings which may result in disciplinary action up to and including dismissal. Any misuse of a card by a sabbatical officer shall be immediately reported to the Chairman of Student Council by the Deputy CEO.

9. Oversight and compliance

On receipt of the monthly credit card statements, the CEO and Deputy CEO will review all expenditure and ensure that all proper receipts have been submitted in accordance with the terms and conditions of this policy.

10. Review process

Once this policy is approved, a review will be undertaken of existing cardholders to determine if they are valid credit card holders until the terms of this revised policy. The use of credit cards will be kept under review to ensure that users remain in compliance with the terms and conditions of usage.