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STELLENBOSCH  
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## Finance Policy: Credit Cards

<b>Type of Document:</b>	Policy
<b>Purpose:</b>	The policy contains the rules of SU regarding the existence of credit cards within the SU environment
<b>Approved by:</b>	Finance Committee
<b>Date of Approval:</b>	2009/05/04
<b>Date of Implementation:</b>	2009/05/04
<b>Date of Next Revision:</b>	As Required
<b>Date of Previous Revision(s):</b>	
<b>Policy Owner<sup>1</sup>:</b>	Chief Operating Officer
<b>Policy Curator<sup>2</sup>:</b>	Chief Director: Finance
<b>Keywords:</b>	Credit Cards
<b>Validity:</b>	In case of differences in interpretation the English version of this policy will be regarded as the valid version.

SU Policies are available at [www.sun.ac.za/policies](http://www.sun.ac.za/policies)

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<sup>1</sup> Policy Owner: Head(s) of Responsibility Centre(s) in which the policy functions.

<sup>2</sup> Policy Curator: Administrative head of the division responsible for the implementation and maintenance of the policy

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## **CREDIT CARDS**

**Policy Number: 046A/06/04**

**Scope: The policy contains the rules of SU regarding the existence of credit cards within the SU environment.**

**Policy:**

No corporate credit cards may exist in any SU environment. If purchases are made with a personal credit card, a cheque may not be requested against the cost point merely by providing the credit card statement as evidence; the necessary invoices should be attached.

**Contact Division:**

Financial Services