

## **GGGI CREDIT CARD USAGE POLICY**

**For internal use by GGGI personnel only**

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## **GGGI Credit Card Usage Policy**

### **Chapter 1 General Guidelines**

#### Article 1 (Objective)

The objective of this document is to establish guidelines for the administration and usage of Global Green Growth Institute's (hereinafter "GGGI") Credit Cards (hereinafter "Card" or "Cards") to enhance budgeting transparency and accounting efficiency by ensuring appropriate Card usage.

#### Article 2 (Card Administration)

- 1) The Chief Financial Officer ("CFO") shall oversee the general administration of the Cards. The CFO shall be responsible for issuing Cards, setting guidelines, policies and procedures on Card distribution, overall management of Cards, and other matters regarding Card administration and usage, etc., and shall obtain Management Committee ("MCM") review and Director-General approval prior to implementation of these guidelines.
- 2) Employees who have received a Card from GGGI shall become the "Cardholder" responsible for Card administration. Each Card shall be issued in the Cardholder's name but remains the property of GGGI.
- 3) The Cardholder shall comply with policies on Card storage, management, usage, that have been decided on by the CFO and approved by the Director-General.
- 4) Following steps shall be taken by the Cardholder to safeguard against fraud:
  - a) Sign the Card immediately upon receipt;
  - b) Keep the Card in a safe place;
  - c) Only disclose the Card details to an establishment when making a definitive order or after the goods and services have received;
  - d) Ensure that incorrect imprints of the Card are destroyed in their presence;
  - e) Shall not allow any establishment to keep the Card for any protracted length of time;

- f) Ensure that only registered, protected internet sites are used when making transactions on the internet.

## **Chapter 2 Card Issuance and Usage**

### Article 3 (Card Issuance and Distribution)

- 1) Cards shall be categorized as GGGI Admin Usage Card and Individual Official Card. The Cards shall be distributed in accordance with the following standards:
  - a) Admin Usage Cards: Issuance of Admin Usage Cards shall be restricted to one card per location, and the accountability for usage of the Admin Usage Card shall be with the Director responsible for Administration in the Headquarters as well as for each Satellite Office.
  - b) Individual Official Cards: Issued on the recommendation of the CFO and approval of the Director-General to Senior GGGI Personnel.
- 2) Cardholders who have received Individual Official Cards shall submit an identical personal signature to the Finance Team, as the one on the Card.
- 3) The Cardholder shall be the only person entitled to use the Card for official purposes and it is not for personal use. The Card and its pin numbers and expiry date shall not be given to others. The Cardholder shall be fully accountable for any misuse of the Card. The Card shall not be used to withdraw cash. For each transaction an official receipt shall be obtained to be submitted to Finance while reconciling card usage.
- 4) The limit assigned to each level of card-holder shall be agreed with the Director-General, based on recommendation by the CFO. If the card-holder feels that the assigned credit limit is insufficient, a request for an increased credit limit may be submitted to the CFO.
- 5) Individual Official Cardholders must immediately return the Card in cases where one is no longer allowed to possess the Card, i.e., change of jobs, dismissal, or termination.
- 6) In the event of lost Cards, the Cardholder shall immediately notify the Card Company and Finance team, and submit a written notification containing details on the loss to the CFO. If charges appear on the statement that result from fraudulent use of a lost or stolen Card that is not reported, these charges shall be recovered from the Cardholder's salary.

- 7) The CFO may re-issue Cards upon a request from Cardholder.

#### Article 4 (Card Usage)

- 1) Cards shall be used in accordance with the objective of the budgetary appropriation and by following the procedures outlined in the Procurement Rules, Finance Rules and these Credit Card Guidelines. Cards shall not be seen as a substitute for normal procurement and payment approval procedures as determined by the Finance and Procurement Rules, Policies and Procedures.
- 2) Official Individual Cards shall be used only for official meetings and related official expenses - official events, official travel (including railways), and other business related purposes.
- 3) Admin Usage Cards shall be used for purchases that can be made only via an online payment, and for GGGI events and meetings, when an employee who does not hold an Individual Official Card incurs expenditures in regards to Article 4 Clause 2.
- 4) Personnel holding Cards shall not attempt to circumvent transaction limits imposed by GGGI Procurement Rules, Policies and Procedures, by making multiple payments with a Card by artificially fragmenting the total expenditure, for the same expenses within an unreasonably short time period, except where adequate justification exists, say, in cases where it is evident that multiple meetings are held in the same business establishment, at the same time period.
- 5) When using a Card, one must sign the Card invoice with their real name, or personal signature.

#### Article 5 (Limitation on Usage)

- 1) Cards shall be used for business-related expenditures only and shall not be used for personal entertainment purposes that are unrelated to business purposes.
- 2) Cards shall not be used for personal usage.
- 3) Cards shall not be lent to others, including family members.
- 4) To ensure effectiveness of Articles 1 to 4 and in consideration of budget conditions and audit, the CFO can take appropriate measures, including denial of usage of Cards.

## **Chapter 3 Card Payment**

### Article 6 (Payment)

- 1) Users of Cards shall submit receipts and relevant documents to the Finance team by the end of every month.
- 2) Finance Team shall conduct review procedures including:
  - a) review of relevant documentation submitted by the Cardholder;
  - b) review of standard and purpose of usage; and
  - c) check for violations of usage limitations;

After the review process, payment procedures shall be performed.

- 3) In events where review and payment procedures in accordance with Article 2 cannot be carried out, the CFO shall immediately request for complementary measures.
- 4) If the Card payment to the Credit Card Company cannot be made on time due to late submission of receipts and supporting documents by the Cardholder, the late payment charges shall be deducted from the Cardholder's salary at the subsequent payment cycle.
- 5) Transactions in dispute shall be resolved directly by the Cardholder with the supplier and/or the Credit Card Company. In such cases, the Cardholder shall be responsible for ensuring that credits appear on subsequent statements as agreed with the supplier and/or Credit Card Company. In case a disputed transaction cannot be resolved with the supplier and/or Credit Card Company directly, the Cardholder shall contact the Finance Team for assistance.

### Article 7 (Operating Costs)

For general operating costs, aside from operating costs that are provided in accordance with GGGI's Rules on Compensation, evidence documentation which entails detailed content of expenditure, i.e., purpose of expenditure, date, place, participants (affiliation and number of participants) shall be submitted.

Article 8 (Internal Audit)

Card Usage by GGGI Staff shall be subject to independent Internal Audits for check against appropriate usage as per Credit Card Guidelines and Finance and Procurement Policies and Procedures.

Article 9 (Misuse)

- 1) In events of Card misuse, including breach of GGGI's policies, the CFO shall notify the event to the Director-General and General Internal Auditor.
- 2) General Internal Auditor shall review the notified contents and, when necessary, take measures such as, but not limited to, requesting for reimbursement of the Card expenditure.

## **Supplementary Provisions**

### Article 1 (Date of Implementation)

This policy shall take effect from January 1, 2013.

### Article 2 (Transitional Process)

- 1) Card usage from the establishment of GGGI and before the implementation of this policy shall be reviewed by the CFO and requisite action shall be taken on any violations.
- 2) All Cards not compliant as per these Guidelines shall be recalled and replaced as necessary.
- 3) Instances of Card usage, which might have been compliant with previous Credit Card Usage Policies, but not compliant as per this Guidelines document, shall be highlighted to the Cardholders. Cardholders shall ensure appropriate usage from date of implementation as per Article 1 of the Supplementary Provisions.

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