



CONFERENCE CREDIT CARD USE

Purpose

To provide clear guidance on the responsible and limited use of credit cards for Emergency Relief within the St Vincent de Paul Society Canberra/Goulburn. This procedure emphasises that credit cards should only be used when no suitable alternative is available and reinforces the organisation's strong preference for assistance cards—such as Good Works EFTPOS cards, supermarket gift cards, and Vinnies/Doona cards—as the primary method of support.

It also outlines the importance of timely and accurate record-keeping in Community Data Solutions (CDS) to ensure transparency, accountability, and compliance with funding and audit requirements. By following this procedure, members help safeguard Society resources and uphold the trust placed in us by donors, funding bodies, and the community.

Preferred Method: Assistance Cards

- Credit card use should be **minimised**.
- Good Works EFTPOS cards, supermarket cards (Woolworths/Coles), Vinnies or Doona cards should be issued **whenever possible** to meet the companion's needs.
- Assistance cards must be securely recorded and tracked, with card numbers and recipient information entered into **CDS**.

When Credit Cards May Be Used

Credit cards should only be used when:

- An appropriate assistance card is not available or not suitable for the type of support required (e.g. accommodation, specific medical item).
- The purchase is urgent and cannot reasonably be delayed.
- Essential whitegoods are required. Credit cards may be used to purchase these items directly, within the cardholder's financial delegation and approval requirements, to avoid unnecessary delays and administrative workload associated with processing the purchase through Finance.

All credit card transactions must:

- Be within the cardholder's financial delegation and limits.
 - Be approved in line with the Society's financial policies.
 - Be for essential relief only (no personal, prohibited or non-approved expenses).
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Spending Guidelines

a. Pantry and Grocery Purchasing

- Shop at cost-effective local supermarkets to ensure value for money.
- Avoid unnecessary premium brand items or stores with inflated prices.

b. Clothing Support

- If Vinnies Centre stock is unsuitable, issue a Good Works card instead of purchasing clothing directly with the credit card.
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Recording in CDS

All emergency relief credit card purchases must be recorded in CDS:

- Link the transaction to the specific companion receiving support.
- Enter the exact amount, purpose of the purchase, and date of support.
- Upload or reference the receipt if possible.

If assistance is needed, Conference Support can help enter data into CDS.

Receipts and Acquittals

- Itemised receipts are required for **all transactions** and must clearly show what was purchased and the companion's name
 - Acquittals must be completed within **30 days**.
 - If a receipt is lost, a **Missing Receipt Declaration** form must be completed.
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Compliance

- Improper or excessive use of credit cards may result in the **card being suspended or cancelled**.
 - Misuse may trigger disciplinary action or escalation as per the Society's finance and fraud risk management policies.
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Need Help?

Contact Conference Support conferences@vinnies-cg.org.au