
	Regulations for the use of credit cards	Rev. 00 of 24/01/2025 PUBLIC
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Regulations for the use of credit cards

REV E DATA	REDAZIONE	VERIFICA	APPROVAZIONE	MODIFICHE RISPETTO ALL'ED. PRECEDENTE
Rev. 00 del 24/01/2025	Servizio Appalti e Contratti	Ufficio Legale, Servizio Amministrazione	Determina n. 03/25 del Segretario generale del 24/01/2025	Nuova adozione.

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Art. 1 - Reference


1. These Regulations - adopted pursuant to art. 1 paragraphs 47 et seq. of Law 549 of 12.28.1995, of the related implementing regulations referred to in Ministerial Decree 701 of 12.09.1996, art. 16 of the Administrative Accounting and Budget Management Regulations and art. 6 of the Guidelines for the procurement of supplies, services and works and for the appointments to external positions of Fondazione Bruno Kessler - govern the use of credit cards as an instrument for payment of expenses incurred by the individuals indicated in the following articles 2 and 3.

Art. 2 - Individuals authorized to use a credit card

1. The individuals who can be authorized to use credit cards are: the President, the Secretary General, the Heads of the organizational units, as identified in Article 4, paragraph 1 of the Organization Regulations.
2. Individuals other than those listed in the first paragraph may be authorized to use credit cards for the purposes of carrying out specific work activities (e.g., officers in charge of the purchase of goods and services and bookings for business travel). In these cases, unlike when used by the individuals referred to in paragraph one, credit cards are generally used to meet purchase requests (including tax stamps) or business travel requests through online procedures, which ensure the traceability of the purchase process and authorization by the Head of the Cost Center/Job order for which the expense is incurred.
3. Requests for credit card issuance are managed by the Administration Service.
4. Credit cards are issued in the name of each of the holders for the period indicated in the general conditions of use for them.
5. The individuals referred to in paragraphs 1 and 2 above have the right to request or renounce the use of the cards; upon termination of the role or appointment, they are in any case obliged to return the credit cards to the Administration Service.
6. The list of credit card holders is constantly updated and communicated annually to the Secretary General by the Administration Service.

Art. 3 – Eligible expenses

1. The use of credit cards is permitted when it is not possible or convenient to use ordinary payment procedures to make payments related to:
 - a. Hotel, restaurant and transportation reservations;
 - b. Conference registration fees;
 - c. Membership fees;
 - d. Scientific publications;
 - e. Online purchases of goods and services, as indirect electronic commerce is equated, as far as tax obligations are concerned, to retail commerce. The use of this method of negotiation is permitted, if economically advantageous or appropriate, in order to ensure the immediate availability of the item;
 - f. Other general operating expenses.

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2. Credit card payments shall refer to procedures carried out in compliance with the current provisions on the assumption of commitments and in accordance with the provisions of Article 16 of the Regulations for Administrative Accounting and Budget Management and Article 6 of the Guidelines for the Procurement of Supplies, Services and Works and for Appointments to External Positions of Fondazione Bruno Kessler.
3. Credit card holders are required to check the balance before proceeding with the expense.
4. Before use, credit card holders check the impossibility and/or convenience with respect to the use of the payment procedures provided for in the Guidelines for the procurement of supplies, services and works and for appointments to external positions.
5. Payments of highway tolls for service vehicles may be made by means of highway prepaid cards and ICT-based devices by applying, to the extent compatible, the same rules as for the use of credit cards.

Art. 4 – Spending limits

1. Ogni carta ha un massimale definito in base a specifico accordo per l'utilizzo delle carte di credito.
2. Il massimale di spesa è vincolante per il titolare della carta di credito.

Art. 5 - How to use credit cards and cardholder related liability


1. Credit cards may only be used by the holder in whose name they have been issued and may not be transferred in use to third parties under any circumstances.
2. Credit card holders shall take the utmost precautionary measures for the safekeeping and proper use of the cards and are personally liable, in accordance with current regulations on administrative and accounting liability, including for unauthorized use by others.
3. The use of credit cards for cash withdrawal is prohibited.
4. In the case of improper use or incorrectly reported expenditures by card holders, Fondazione Bruno Kessler will recover the amount spent including also from the earnings (salaries and wages) due to them.

Art. 6 – Loss and theft

1. In the event of theft or loss, credit card holders shall immediately notify the Credit Institution and the Administration Service.

Art.7 – Expenses management and reporting

1. Credit card holders as specified in Article 2 Paragraph 1 shall submit, by the fifteenth day of the month following the month in which the expenses were incurred, the relevant supporting documentation, including receipts issued by suppliers of goods and services attesting to the object of the purchase, to the competent Administration Service for settlement. These receipts must correspond with credit card statements sent directly to the relevant offices.
2. In the case of expenses incurred with the use of credit cards not supported by accurate and complete supporting documentation, or in any case not complying with the purchase procedures in force, the Administration Service will only recognize the documented expenses, claiming for the difference on the credit card user.

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3. In the event of card holders failing to produce the supporting documentation within the deadline referred to in paragraph 1, the Administration Service will assign a new deadline, after which the recovery procedure will be activated.
4. The use of credit cards ensure full traceability of transactions for the full amount due and therefore complies with the provisions of Article 3 paragraph 2 of Law No. 136 of August 13, 2010, which allows the payment of suppliers of goods and services falling under overhead even by means other than bank or postal transfer as long as they are suitable to ensure traceability.

Art. 8 - Measures to revoke, suspend, or limit the use of credit cards

1. The adoption of measures for card use revocation, suspension, or limitation is ordered by the Administration Service, upon notification to the Secretary General.