

What can I use my Purchase Card for?

Any payment that you would normally raise a requisition for, for up to \$2000.00, where the merchant accepts the Visa Card.

Examples of things you can use the Purchase Card for are (but not restrictive to):-

- Advertising (providing you have Marketing's approval)
- Art & Craft supplies
- Bottles
- Catering supplies (Eg, sandwiches, fruit, juice, etc – except items relating to TRAVEL)
- Chemicals
- Cleaning
- Dry Cleaning
- Electricians
- Exam supervision (where possible)
- Farrier services
- Flowers
- Food stuffs (Eg, Coles, Woolworths, etc – except items relating to TRAVEL)
- Freight
- Gas
- Glass
- Government fees and charges (eg. Waste disposal fees, application fees, etc – Not individual fines)
- Hire of equipment
- Lab supplies
- Medical products
- Memberships
- Newspapers & Magazines
- Paints
- Parts
- Pest Management
- Pet supplies
- Photocopier Copy Counts
- Photocopier Maintenance
- Plants
- Plumbers
- Printing
- Room Hire
- Rural & Hardware Supplies
- Spraying equipment
- Stationery supplies (ONLY until the new COSNET comes into place – approx March 2010)
- Stock feed
- Subscriptions (provided you have obtained the approval of the Library)
- Trading Stock
- Vehicle Parts and Accessories (eg, filters, windscreens, oil, parts, etc.)
- Vet supplies
- Waste Management
- Water Testing