



Applicant's Details					
Cardholder's Full Name					
	Title	First Name	Middle Names	Family Name	
Staff Number		Date of Birth		Mobile No.	
Work Phone No		Email Address			
Employment Status	<input type="checkbox"/> Academic <input type="checkbox"/> General Staff - <input type="checkbox"/> Permanent <input type="checkbox"/> Contract [expiry date ___/___/___]				
Position Title					
Sch/Div/Dept/Centre				Building No	
Business Unit Name				Campus	

Nominated Default Ledger Code			
Fund	Organisation	Account	Program

Identification code
Word to be used as identification with ANZ

Note: No card will be issued until default ledger codes are provided

I understand and agree that:

- ◆ I will not use my Purchase Card, nor permit it to be used:
 - for any purchase other than for official purposes;
 - for purchases that exceed my approved monthly limit or transaction limit
 - **for multiple (split) transactions for one purchase**
- ◆ I am required to take strict care of my CSU Purchase Card and if lost or stolen I will report it immediately to the ANZ Bank (phone 1800 033 844) **and** purchasecard@csu.edu.au.
- ◆ I will ensure that my card, it's serial number and Personal Identification Number (PIN) are properly safeguarded and I will not allow any other person to use my CSU Purchase Card for any reason.
- ◆ All expenses will be reconciled using the ProMaster system. Expenses are to be reconciled by the 10th of the following month. Failure to comply with the requirement will lead to suspension of my card.
- ◆ I will not use my Purchase Card:
 - for private purchases or payment of private accounts
 - for expenditure on goods and services that are outlined under the "Use of the Credit Card" in the "CSU Purchase Card – Policy & Procedure" document.
- ◆ I will ensure that all Purchase Card transactions are reconciled with their respective **tax invoices** and supporting documentation attached in ProMaster. Cardholders will be subject to random audit/quality assurance to verify documentation and expenditure is in accordance with University Purchasing policies.
- ◆ Where applicable I will monitor items prepaid, to ensure that the goods and services are actually received.
- ◆ Funds for repayments/credits are not to be made directly to the credit card account at any bank.
- ◆ I will advise the Purchase Card Administrators of any disputed transactions on my card.
- ◆ In the event that I no longer require a Purchase Card, or am leaving the employment of the University, I will return the Purchase Card to the Purchase Card Administrator in the Division of Finance Wagga. All my transactions will be reconciled prior to departure and supporting documentation will be scanned and attached.
- ◆ I will comply with any additional instructions issued by my supervisor specific to the administrative requirements of the School, Centre, Division, etc. These "local instructions" may complement or add to the Cardholder Agreement requirement but cannot contradict or weaken them. The CSU Purchase Card Policies and Procedures and Purchase Card Administration instructions have priority.
- ◆ **Failure to comply with the abovementioned requirements will result in the card being withdrawn.**

The University considers the use of its credit cards for anything other than University purposes as a serious matter.

Applicant's acknowledgement		
I acknowledge that I have read and understood these requirements, including the CSU Purchase Card – Policy & Procedure document, and that I will comply with the specifications set out above.	Signature	
	Date	

Supervisor's acknowledgement		
I support this application and hereby confirm that the applicant is eligible to hold a CSU Purchase Card and will undertake to ensure all procurement policies and procedures are followed by the Cardholder.	Signature	
	Date	

Authorisation by applicable VC/DVC/Dean/Head of School/Executive Director/Director or equivalent		
I hereby authorise the abovementioned officer of CSU to be issued with a CSU Corporate Visa Card subject to the above conditions. If the applicant is a PhD student or non-permanent member of staff I also agree to notify the Expenses Administration Team when the applicants connection with the University is severed (e.g. completion of PhD or project).	Signature	
	Date	