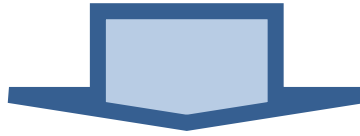


CSU Corporate Visa Card Non Compliance Escalation Process

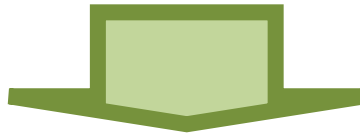
Statement Period

Statement Period Ends approximately 28th on the month.
Transactions for the statement period must be fully acquitted by 10th of the following month. (i.e. September statement transactions are to be verified by 10th October)



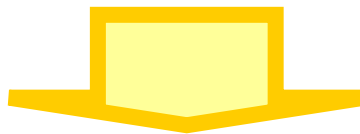
1st Reminder

If transactions remain unverified by the 10th of the following month, 1st reminder is sent to Cardholder.



2nd Reminder

If transactions remain unverified 45 days from the end of the statement period in which they were incurred, 2nd reminder is sent to Cardholder with a copy to the relevant supervisor.



Suspension of Card

If transactions remain unverified one week after the 2nd reminder, all CSU Visa Cards held by the Cardholder will be suspended and Notice of Suspension is sent to Cardholder with a copy to their supervisor and the VC/DVC/Dean/Head of School/Executive Director/Director.



Permanent Cancellation of Card

If transactions remain unverified three weeks from the date of the Suspension of Cards/s, Card/s are permanently cancelled and Notice of Cancellation is sent to Cardholder with a copy to the relevant Supervisor, Dean/Faculty Head/Head of School/Exec Director. Additionally, the unverified transactions will be raised as a debt due by the Cardholder to the University. Cards will not be reissued for at least 12 months and then only via a Re-establishment Application involving strict compliance controls.