



Applicant's Details					
Cardholder's Full Name (as					
	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	
Have you held a CSU Purchase Card in the past?					

Nominated Default Ledger Code			
Fund	Organisation	Account	Program

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

Purchase Card Use				
Is this card for: (Select one)	Emergency use only	Transaction limit (other than \$3000)		specific limits will need to be supported with reasons the limits are required
	Day-to-day requirements	Monthly limit (other than \$15000)		
Please describe why you are applying for a purchase card: please attach additional sheets if space is insufficient.				
Transaction Types and/or Situations			Reason why the transactions cannot go through Unimarket	

Applicant's acknowledgement		
I acknowledge that I have read, understood and agree to abide by the Purchase Card Guidelines.	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 to be issued with a CSU Purchase Card.. If the applicant is a PhD student or non-permanent member of staff I also agree to advise <a href="mailto:purchasecard@csu.edu.au">purchasecard@csu.edu.au</a> when the applicants connection with the University is severed (e.g. completion of PhD or project).	Signature	
	Date	