

Flinders University

Application & Approval for Corporate Credit Card

Please ensure all mandatory fields (marked with an asterisk *) are filled out, and all signatures completed. Please note, this form must be **physically signed** as per bank requirements.

Applicant Details

*Name: _____

*Position Title: _____

*College/Portfolio: _____

*Email: _____

*Username (FAN): _____

*Employment type:
(Tick box)

Continuing

Contract

Other (please specify)

FlexiPurchase Details

*Online approver name: _____

*Online approver FAN: _____

Delegate coder name:
(if required) _____

Delegate coder FAN: _____

Card Details

*Credit (monthly) limit: _____

*Transaction limit: _____

Agreement and Acknowledgement

I understand and agree that:

1. I will not use the card for any expenditure other than official University purposes and where applicable in accordance with grant conditions.
2. I **will not** use the card for personal purchases. I understand that misuse of the card may result in legal proceedings and/or disciplinary action to be taken.
3. I understand that I will be personally liable for all purchases improperly made using the card whilst in my possession.
4. I understand that the Corporate Credit Card may only be used by myself, and I will not share the card or the card details with another person to carry out payments on my behalf.
5. I am required to ensure that the card is kept in a safe place at all times.
6. If the card is lost or stolen, I will report it **immediately** to the NAB, my supervisor, and the Corporate Credit Card team.
7. I will not use the card for the following:
 - Cash transactions, except where a cash withdrawal facility has been approved by the CFO, or nominee.
 - Personal purchases – the card must be used for legitimate University purchases only.
 - Meals and incidentals when travelling on University business, if a cash advance has been provided before travel
 - Any other items as outlined in the Corporate Credit Card Procedures
8. I will ensure that I will receive a receipt/invoice for all purchases and ensure these are retained until the transaction is approved in FlexiPurchase.
9. I will ensure that I reconcile transactions in FlexiPurchase within 14 days of the statement date.
10. The card will be suspended if reconciliation in FlexiPurchase is still outstanding after 30 days.
11. If I transfer, resign, retire or for any other reason leave my current employment, I will advise the Corporate Credit Card team and return the card to my supervisor for cancellation as soon as possible and no later than the last day of employment.

I agree to read and comply with all Flinders University policies and procedures, including (but not limited to):

- Corporate Credit Card Procedures:
<https://www.flinders.edu.au/content/dam/documents/staff/policies/fees-finance/purchasing-card-procedures.pdf>
- Purchasing Policy: <https://www.flinders.edu.au/content/dam/documents/staff/policies/fees-finance/purchasing.pdf>
- Travel Policy:
<https://www.flinders.edu.au/content/dam/documents/staff/policies/fees-finance/travel-policy.pdf>

I acknowledge that I have read and agreed to the conditions set out above which govern the issue and use of a Flinders University Corporate Credit Card, and to follow the administrative requirements for the use of the card.

Signature of applicant

Full name

Date

As supervisor, I acknowledge that I have a responsibility to Flinders University to comply with the University Corporate Credit Card Procedures. This includes:

- Reviewing card holder expenditure and approving those items that are for University business that have adequate supporting documentation
- If there are items not for University business, I will advise the Corporate Credit Card team

Signature of supervisor

Full name

Date

Signature of Authorised
Officer

(Senior Executive Team members, Directors of
College Services, Deans (People & Resources)
and Portfolio Directors)

Full name

Date

Form last updated: 23/05/2023