



FLINDERS UNIVERSITY APPLICATION & APPROVAL FOR PURCHASING CARD

APPLICANT DETAILS

NAME:

POSITION TITLE:

COLLEGE/ PORTFOLIO:

PAYROLL NUMBER:USER NAME:
Flinders Authentication Name (FAN)

EMPLOYMENT TYPE: Continuing
(Tick box) Contract

*Other (please specify and attach justification)
.....

**If Other – the issue of a credit card requires the approval by the CFO or an Associate Director in F&PS*

EMAIL:

FRAEDOM DETAILS

ONLINE RECONCILIATIONS: MYSELF / DELEGATE

(NAME OF DELEGATE)
(only required if not coded by cardholder online)

DELEGATE'S FAN :

DELEGATE'S EMAIL:

LOCATION:

ONLINE APPROVER NAME:

ONLINE APPROVER FAN:

ONLINE APPROVER EMAIL:

(MANUAL APPROVER)
(only required if Supervisor of cardholder is not the online approver)

I will limit the use of the card to \$ in any one transaction, and \$ aggregate per month

Any changes to the above details are to be notified to the Senior AP Officer within 7 days.

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 am required at all times to ensure that the card is kept in a safe place.
5. If the card is lost or stolen, I will report it **immediately** to the National Australia Bank, my supervisor, and the Senior AP Officer.
6. I undertake not to 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
7. I will ensure that I will receive Tax Invoices for all purchases over \$82.50 that are GST inclusive.
8. I will ensure that I reconcile the Card holders Monthly Summary on the University's electronic reconciliation system, "Fraedom" within 14 days of the statement date and retain supporting documentation
9. If I transfer, resign, retire or for any other reason leave my current employment, I will advise the Senior AP Officer and return the Card for cancellation as soon as practicable and no later than the last day of employment.
10. The Card will be suspended if monthly reconciliation on Fraedom, including online authorisation, is still outstanding after 60 days.

I agree to comply with the Authorisation of University Expenditure Policy <https://www.flinders.edu.au/ppmanual/financial/delegations.html> and the Purchasing Card Policy <https://www.flinders.edu.au/ppmanual/financial/purchasingcard.htm>

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

.....
(Signature of Card holder)

.....
(Full name)

.....
(Dated)

As Supervisor, I acknowledge that I have a responsibility to Flinders University to comply with the University Purchasing Card Policy and Procedures. This includes -

- Reviewing cardholder 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 Senior AP Officer

.....
Signature of Supervisor)

.....
(Full name)

.....
(Dated)

Signature of
Authorised Officer: _____

.....
(Dated)

(Head of College / Corporate Services; Portfolio Directors (incl. University Librarian) / Executive Directors; DVCs, Pro Vice-Chancellors; University Secretary)