

Flinders University Non-Employee Agreement & Acknowledgement by Card Holder

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: _____

*Supervisor: _____

Any changes to the above details are to be notified to the Purchasing Card team within 7 days.

In addition to the agreements made on the Purchasing Card application form, I understand and agree that:

1. I understand that misuse of the Purchasing Card may result in legal proceedings and/or disciplinary action, including suspension or withdrawal of my academic status.
2. I understand that the Purchasing Card may only be used by me, and I will not share the card or the card details with another person to carry out payments on my behalf.
3. I will not use the purchasing 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 Purchasing Card Procedures
4. I will ensure that an adequate description of the goods and services are provided on the supporting documentation (including the Flinders University Lost Receipt form). A description of “goods” or “books” on a tax invoice/receipt is insufficient.
5. I will ensure that I receive tax invoices/receipts for all purchases.

6. I will ensure that I reconcile transactions within 14 days of the statement period within Fraedom and attach all original tax invoices and/or appropriate backing documentation online. I will keep all hard copies of receipts until the transactions have been approved in the Fraedom system.
7. If I transfer, resign, retire, or lose Academic Status with Flinders University, I will advise the Purchasing Card team and return the card for cancellation.
8. If the card is no longer required for University purposes, I will advise the Purchasing Card team and return the card for cancellation.
9. This card remains the property of the National Australia Bank.
10. The purchasing card will be suspended or cancelled if reconciliation in Fraedom is still outstanding after 30 days.
11. In the event of forfeiture of the purchasing card, notification will be given to the card hold and the online approver that the purchasing card has been cancelled and all outstanding reconciliations must be completed and finalised within 14 days.
12. I agree to indemnify the University for any costs incurred in recovering non-University expenditure charged to my University purchasing card.
13. I agree to immediately repay to the University and non-University expenses charged to the card.
14. I will ensure that appropriate account numbers can be allocated to all expenditure prior to purchase.

I acknowledge that I have read and understood 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 applicant	Full name	Date
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Signature of supervisor	Full name	Date
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