

## Appendix 1 – Credit Card Declaration Form

I acknowledge and accept that a Macquarie University Corporate Credit Card is to be issued in my name and that of Macquarie University and is to be used by me and subject to the following conditions:

### It is understood and agreed that:

1. I have read and comply with the Credit Card Policy and Procedure, found on the Policy website at: <https://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policies/credit-card>
2. I will not intentionally use my corporate credit card for any personal spend and I understand that the spend data is reviewed by Group Finance
3. The card is to be used only for official University business for appropriate purchases of goods and services up to the value of AU\$5,000 ex GST
4. I keep my credit card secure and my personal identification number (PIN) confidential and safeguard it against unauthorised use
5. I seek value for money always and make sure funds are available within the nominated budget
6. I make sure all transactions are within my transaction limit and purchases are not split to remain under the transaction limit
7. I ask for and keep receipts for all purchases. Obtain a tax invoice if the amount is over AU\$82.50 (incl GST)
8. I reconcile my card within 30 days of the cycle cut end date. I understand that my card will be **suspended** if not reconciled within 60 days of the transaction date and both my Group Finance Manager and General Manager will be notified of the suspension
9. I report a lost, stolen or damaged card immediately via contacting ANZ Bank on +61 3 9683 7073 and notifying Group Finance via a [OneHelp Ticket](#).
10. In the event of a position or department transfer I will cease using my card until I have logged a [OneHelp Ticket](#) variation with appropriate financial delegation approved by both Group Finance and my new department
11. Upon cessation of employment with the university, I will immediately notify Group Finance via a One Help ticket to cancel the card.

### I understand I must not:

12. Use my card to make over the counter cash advances or cash equivalent transactions
13. Arrange any direct debits unless they are listed on the central listing for my Organisation Unit
14. Allow anyone else to use my card
15. Buy items of equipment over the value of AU\$5,000 ex GST
16. Purchase or put a deposit on any goods and services that are required to be bought with a purchase order

Card Holder signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Card Holder name \_\_\_\_\_