



## ANU Purchase Cardholder Application & Agreement (Staff/Students/VaHAs)

Cardholder Surname		Given Name		Mid Initial		Uni Id	
Mobile Phone Number				Date of Birth			
Department ID		College / Division			Budget Unit		
Type of Request	<input type="checkbox"/> Request a Purchase Card		<input type="checkbox"/> Increase Purchase Card Monthly Limit		<input type="checkbox"/> Increase Transaction Limit		
Transaction Limit (no higher than expenditure delegation limit)				Monthly Card Limit			
Status	<input type="checkbox"/> Staff		<input type="checkbox"/> Student		<input type="checkbox"/> Visiting and Honorary Appointment		
Delegate Signature (must be a D3 or above)				Delegate Uni Id			

### STUDENTS AND VAHAS MUST COMPLETE THIS SECTION

Full name of supervisor/ Authorising Officer (must be at least an ANU8/C)		Supervisor/Authorising Officer Uni ID	
--	--	---------------------------------------	--

The ANU Purchase Card provides University officers with a convenient method of:

- Purchasing goods and services as they relate to **official University business**; and
- Undertaking entertainment and travel expenditure when representing the University on **official University business**.

Purchase Cardholders found to have contravened the Conditions of Use (outlined below) will have the ANU Purchase Card withdrawn and/or disciplinary action taken. Identified or suspected misuse of the ANU Purchase Card will be investigated under the Managing Misconduct, Serious Misconduct and Suspension procedure.

It is a legislative requirement that Purchase Cardholders must have an appropriate Financial Delegation in place at all times.

### CONDITIONS OF USE

#### EXPENDITURE NOT PERMITTED

I will not use my ANU Purchase Card:

- For anything other than official University business;
- For personal use / private expenses (this includes travel to and from work, parking fines etc.);
- For non-allowable transactions;
- To make cash withdrawals;
- For expenditure already provided for by receipt of a per diem or other allowance;
- For personal expenditure whilst travelling such as in house movies, mini-bar consumption, recreational activities;
- To upgrade airline tickets or standards of accommodation.

#### TIPPING

I will only pay for tips/gratuities in the following scenarios:

- When travelling on official business in a country where the payment of tips and gratuities is customary;
- When as a member of the University Council, Executive or Head of Budget Unit I am conducting official business and consider it appropriate.

## CARD SECURITY

I agree:

- To take strict care of my ANU Purchase Card and to keep the ANU Purchase Card and card PIN properly safeguarded at all times;
- Not to allow another person to use my ANU Purchase Card; and
- If the Card is lost or stolen I will report it immediately to the ANZ (within Australia: 1800 032 488 or from Overseas: +61 3 8646 8288) and [financial.shared.services@anu.edu.au](mailto:financial.shared.services@anu.edu.au).

## EXPENSE ACQUITTAL

I will ensure that the following acquittal processes are complied with:

- A valid receipt (tax invoice if Australian supply) will be obtained for all Purchase Card purchases.
- Tax invoices / receipts will be uploaded and reconciled against transactions recorded in Concur within **10 business days of each month end**, and will then be submitted to the appropriate Approver.
- A Missing Receipts Declaration or Statutory Declaration (as stipulated in the Purchase Card Procedures) will be completed where a tax invoice or receipt is lost and all reasonable efforts to obtain this documentation has failed.
- All tax invoices / receipts are the property of the ANU and will not be used for any other purposes other than supporting documentation for the ANU transaction.
- A meaningful ledger description will be entered in CONCUR.

If the above acquittal procedures are not complied with, Finance and Business Services has the right to reduce the card limit to \$1 or cancel the Purchase Card. To get the limit reinstated, the cardholder will be required to clear all outstanding transactions and complete the Pulse online 'ANU Purchase Card Use' training course.

## GENERAL RESPONSIBILITIES

I acknowledge that:

- I must monitor all items paid in advance (i.e. conferences, airfares) to ensure that the goods and services are actually received;
- If I allow 'direct debits' to be charged to my ANU Purchase Card for regular purchases (e.g. subscriptions), I am obligated to keep a record of all direct debit listings and will ensure that all direct debit arrangements are cancelled at the time the ANU Purchase Card is cancelled;
- I must monitor all transactions to ensure that they are valid transactions. If I discover an unauthorised transaction that can't be resolved with the supplier, I must lodge a dispute with ANZ commercial Cards Services Centre 1800 032 481 or +61 3 8646 8288 within 90 days of the transaction date;
- In the event of mistaken use of the card for private expenditure, or coincidental private expenditure, I will repay the amount to the University in full immediately in accordance with the procedures outlined at <https://services.anu.edu.au/financial-management/purchase-cards>;
- I will advise [financial.shared.services@anu.edu.au](mailto:financial.shared.services@anu.edu.au) **if I am appointed to another ANU position**, so that any changes to the issued purchase card can be executed;
- I will advise [financial.shared.services@anu.edu.au](mailto:financial.shared.services@anu.edu.au) to have my card set to a \$1 if I am on leave greater than 4 weeks;
- Travel approval must be obtained **before** incurring expenses;
- I must surrender my ANU Purchase Card to Financial Shared Services (Chancelry Bldg 10C) if I no longer hold the relevant financial delegation, am on leave from the University for a period greater than three months or cease to be a University employee/student/VaHA;

Note: Non-compliance with any of the above will result in the card being suspended or cancelled.

**I acknowledge that I have read, understood and will comply with:**

- the conditions set out above;
- University Purchasing Policies.

<b>Cardholder Signature</b>	
<b>Date</b>	