**NATIONAL AUSTRALIA BANK PURCHASING CARD**

**NON EMPLOYEE**

**AGREEMENT AND ACKNOWLEDGEMENT BY CARD HOLDER**

Card holder: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(Full Name)*

Card Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(Name and Title)*

Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Any changes to the above details are to be notified to the Central Accounts Supervisor within 7 days.**

I understand and agree that:

1. I will not use the Purchasing Card for any expenditure other than official University purposes.
2. 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.

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

4. I am required at all times to ensure that the card is kept in a safe place.

5. I understand that I will be personally liable for all purchases improperly made using the card whilst in my possession.

1. If the card is lost or stolen, I will report it **immediately** to the National Australia Bank, my supervisor, and the Central Accounts Supervisor.

***Initials ………. Witness Initials ……..***

1. I undertake not to use the Purchasing Card for the following:

* Cash transactions, either by teller machine or over the counter at any Bank, or at

Post Offices (appears as a cash advance on bank statement).

* Purchase of fuel and oil where a Mobil card is available or the vehicle is part of a Salary Sacrifice Package.
* Purchase of mobile phones and/or accessories.
* Personal purchases – the card must be used for legitimate University purchases only.
* Purchase of corporate gifts – unless prior supervisor approval given eg International Office when travelling overseas.
* Purchase of air travel.
* Meals and incidentals when cash advance given before travel or meal allowance claimed

after travel.

* Telephone calls – unless for University business calls approved by Supervisor, while travelling interstate or overseas on University business.
* Items of uniform and clothing – unless uniforms are a University requirement.
* Purchase of asset items – unless asset purchasing is part of card holder’s duties.

1. I will ensure that an adequate description of the goods and services are provided on the

original documentation, includingthe Flinders University Purchasing Card Docket. Additional information may need to be noted on such documentation. A description of “goods” or “books” on a Tax Invoice or receipt is insufficient.

1. I will ensure that I will receive Tax Invoices for all purchases.
2. I will ensure that I reconcile the Card holders Monthly Summary on the University’s electronic reconciliation system, “Fraedom” and attach all original tax invoices and/or appropriate backing documentation to monthly reconciliation and store as directed by card holder’s local area’s procedures. Storage may be by individual card holder or appropriate accounts office.

1. If I transfer, resign, retire or lose Academic status with Flinders University, I will advise the Central Accounts Supervisor and return the card for cancellation.
2. If the card is no longer required for University purposes I will advise the Central Accounts Supervisor and return the card for cancellation.

1. This card remains the property of the National Australia Bank.
2. The Purchasing Card will be cancelled if monthly reconciliation on spendvision, including online authorisation, is still outstanding after 60 days.
3. In the event of forfeiture of the purchasing card, notification will be given to card holder and authorising staff member (cost centre nominated) that the purchasing card has been cancelled and all outstanding reconciliations must be completed and finalised within 14 days. The card must be returned to the Central Accounts Supervisor with the reconciliations.
4. I agree to indemnify the University for any costs incurred in recovering non University expenditure charged to my University purchasing card.
5. I agree to immediately repay to the University any non University expenses charged to the card.

18. I will ensure that appropriate account numbers can be allocated to all expenditure prior to purchase and are in accordance with the level of expenditure and other conditions as outlined in the University’s Authorised Expenditure Policy.

***Initials ………. Witness Initials………***

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 Card holder) (Signature of Supervisor)*

………………………………………… ………………………………………

*(Full Name) (Full Name)*

I hereby declare that the Credit Card was received by me on this date:

…… /…… /… ………………………………………

*(Date) (Signature)*

***This form must only be signed in front of accounts staff or person issuing card***