



Expense Management – Finance & Business Services Division

Third Party Corporate Credit Card Collection Form

Complete this form to authorise a third party to collect your corporate credit card on your behalf

Nominated third party must be a UQ employee. All fields are mandatory and completed form must be emailed to expenses@uq.edu.au for processing.

Cardholder Declaration:

I authorise the 'Third Party' listed below to collect my corporate credit card on my behalf.

Cardholder Name	
Cardholder Kerberos ID	
Cardholder – Signature	
Date	

Nominated Third Party Declaration:

I confirm that I have been authorised to collect a corporate credit card on behalf of the above mentioned cardholder. I will ensure that the card that I collect will be securely delivered to the cardholder. I understand that I will be required to sign for the collection of the card and provide my UQ Staff ID to validate my identity.

Third Party Name	
Third Party Kerberos ID	
Third Party – Signature	
Date	

INTERNAL FBS USE ONLY

Verifying Corporate Card Administrator

Name	
Signature	
Date	