

THE UNIVERSITY OF QUEENSLAND CORPORATE CREDIT CARD APPLICATION

Dear UQ Corporate Card Applicant,

Thank you for your interest in applying for a UQ Corporate Card. Please follow the below instructions in order to complete your corporate card application:

1. Refer to UQ Policy and Procedure section [9.10.09 Corporate Credit Cards](#) to check your eligibility and to understand the obligations of a UQ Corporate Cardholder.
2. Complete the [Cardholder Approval and Declaration Form](#) including authorising signature and return the signed form to expenses@uq.edu.au for processing.
3. Your application will be reviewed and processed by the Expense Management Team. A “New Card Invitation” email will be sent to eligible applicants from the Commonwealth Bank (CBA) (noreply@cardmanager.cba.com.au) within 3 working days.
4. The “New Card Invitation” email includes the online CBA Corporate Credit Card Application which must be completed and submitted online within 72 hours of receipt.
5. CBA will perform necessary ID verification.
6. You will be notified of application finalisation within five working days. Once the application has been finalised, please allow up to 3 weeks for your corporate credit card to be available.
7. You are required to complete the [Corporate Credit Card Training](#) module including the related [Training Success Meter](#) prior to receiving your card.
8. You will be notified when your card and PIN are available for collection. Where pickup is not practicable, cards will be sent via registered post to your nominated postal address.