



**Expense Management – Finance & Business Services Division**

**Cardholder Approval and Declaration Form  
For the issue of a UQ Corporate Credit Card**

**Section A – Applicant Details (All fields mandatory)**

First Name	
Last Name	
UQ Sign-on/Kerberos ID	
UQ Employee Number	
UQ Email Address	
Contact Phone Number	
Job Title	
School or Equivalent	

**Section B – GL Code Information**

Business Unit	Opal Unit	Site	Fund	Function	Project (if applicable)

**Section C – Applicant Acknowledgement and Consent**

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

- The card is to be used only for official University purchases of goods and services;
- Transactions on the card are not to exceed the Transaction Limit; and any transactions over my transaction limit will not be split. I acknowledge that splitting a transaction is fraudulent and I may be liable to disciplinary action, criminal prosecution and/or civil prosecution;
- The card is not to be used for:
  - Personal purchases or mixed business and personal purchases for myself (cardholder) or any other persons or institution. I acknowledge that under State law I may be liable to a fine, a term of imprisonment, or both, if a Corporate Credit Card is used with the intention of obtaining goods or services other than for the University;
  - Cash withdrawals or purchasing Foreign Currency (including Traveller Cheques);
  - Purchasing restricted items including but not limited to dangerous goods and hazardous substances, equipment for which an asset addition form would be required or items identified as being portable and attractive;
  - Purchasing Memberships for recreational, sporting, or social clubs (except for corporate Qantas Club and Virgin Lounge memberships);
  - Internet transactions which are not on secure sites;
  - Travel expenses which are covered by another payment means;
- I as the cardholder am responsible for custody of the card and PIN, and undertake to safeguard it against unauthorised use; my card PIN shall not be disclosed to any other person;
- All unauthorised use of the card must be reported to the Expense Management team as soon as possible and the transactions need to be disputed;
- I, as the cardholder, am responsible for all transactions on my Corporate Credit Card. I am also responsible for ensuring transactions are reconciled within 30 days of the transaction date.

Furthermore;

1. I have read UQ Policy and Procedure [9.10.09 Corporate Credit Cards](#) and I will adhere to it;
2. I have sufficient knowledge of the Promaster Expense Management System and am able to reconcile my transactions correctly (see [Learn.UQ](#) for training material);
3. I confirm that the card must not be used after a notice of termination of employment with the University is given to the cardholder, or is received by the cardholder, or if the cardholder is transferred to duties not requiring use of the card, or if the cardholder is otherwise directed by a senior officer to surrender the card. All transactions must be reconciled prior to my departure from UQ or transfer to another area of UQ;
4. I, as the cardholder, will keep a travel diary for all travel exceeding five nights duration;
5. I acknowledge that regular random audits are undertaken on the cards and their use. In these instances I will comply with any requirement to produce all transaction documentation and account for the relevance of the expenditure to the University's business;
6. I acknowledge that any misuse of the card or breach of conditions can result in immediate withdrawal of the card facility and may render me as the cardholder liable to disciplinary action, criminal prosecution and/or civil prosecution;
7. In the event that I lose my card or it is stolen or damaged I will report this as soon as possible by calling Commonwealth Bank on 13 15 76 and also notify Finance and Business Services via [expenses@uq.edu.au](mailto:expenses@uq.edu.au);
8. I declare that I am a continuing or fixed term employee of UQ. If my employee status at UQ changes from continuing/fixed term to casual or unpaid I will return the card immediately to Finance and Business Services.

Section D – Justification for issue of UQ Corporate Credit Card	
<i>(Please provide specific reasons for an ongoing and regular business need for a corporate credit card)</i>	

Section E – Authorisation <i>(All fields mandatory)</i>		
<b>Applicant Acknowledgment</b>		Signature
Print name		
Date		
<b>Head of School or Equivalent Approval</b>		Signature
Print name		
Job Title		
Date		

INTERNAL FBS USE ONLY			
Employment Type			
Attendance Type			
Processed by EMS Officer		Processed Date	