

**Procurement and Payment Services team– Finance and Business Services Division**

**UQ Corporate Card - card user approval and declaration form (*all fields mandatory*)**

**Section A Applicant details - Provide your name exactly as it appears on official identification documents e.g., driver's license, passport**

Title ( <i>as per official ID</i> )		UQ email address	
First name ( <i>as per official ID</i> )		Last name ( <i>as per official ID</i> )	
Workday Employee ID		Mobile number	
Business unit or equivalent		UQ sign-on/kerberos ID	
		Job title	
Mandatory training completed <a href="#">Using your corporate card</a> <a href="#">Procurement fundamentals online</a>			

**Section B – chart string information**

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

**Section C Justification for issue of UQ Corporate Card - Please provide specific reasons for an ongoing and regular business need for a corporate credit card**

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**Section D – Applicant acknowledgement and consent**

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

1. I have read, understood and accept the UQ Policy and Procedure [Outgoing Payments](#) and its associated webpages, including the consequences of misuse of the facility.
2. I am aware of the [Where to buy guide](#), which explains how to buy commonly-purchased goods and services.
3. The corporate card is to be used only for official University purchases of goods and services.
4. Transactions on the corporate card are not to exceed the transaction limit. Any purchases over the transaction limit will not be split.
5. Report any unauthorised use of the corporate card to Commonwealth Bank on 13 15 76 and [expenses@uq.edu.au](mailto:expenses@uq.edu.au) as soon as possible.
6. Do not share the corporate card details to any other person.
7. Reconcile all transactions within 30 days of the transaction date in UQ's expense management system (ExpenseMe)

**Section E – Authorisation**

<b>Cardholder Acknowledgment</b>		Signature
Print name		
Date		
<b>Supervisor of the cardholder Acknowledgement</b>		Signature
Print name		
Date		
<b>Head of Unit or equivalent Approval</b>		Signature
Print name		
Job Title		
Date		

Please direct any questions to Payment Services at [expenses@uq.edu.au](mailto:expenses@uq.edu.au). Version date 19/09/24.

**INTERNAL FBS USE ONLY**

Employment Type	Processed by PSO Officer
Attendance Type	Processed date