**3.13-4 VICSES Undertaking by the cardholder**

**Purchasing card cardholder agreement**

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| **Cardholder name:** |  |
| **Position:** |  |
| **Business Unit:** |  |
| **Accountable Officer:** |  | Director Corporate Services |
| **Business Unit Manager:** |  |  |
| **Authorised signatory:** |  |  |
| **Card Co-ordinator:** |  | Finance Officer |
| **Program administrator:** |  | Manager Finance |

I understand and agree that the Purchasing Card is issued to me on the express understanding that I will, at all times, comply with the following conditions:

Use

The purchasing card is the property of (specify provider) and is in my possession and under my strict control.

I will not permit the purchasing card to be used by any person other than myself.

I will only use the purchasing card for official purposes.

I will immediately report any suspected or known unauthorised use of the purchasing card to the card provider and the card coordinator.

I will not use the purchasing card to pay for expenses that have already been claimed (or will be claimed) by any form of allowance.

I will not use the purchasing card to pay for tips or gratuities, except in countries other than Australia, to the minimum extent expected in accordance with common practice in the country.

I will not use the purchasing card to obtain cash.

I can use the purchasing card to a maximum limit of $2,000 in any one transaction and to a maximum monthly limit of $5,000.

My use of the purchasing card is subject to the restrictions on transaction types identified in 7.6.4 and 7.6.5 of Policy 3.13 Purchasing Card and as detailed below :

* A cardholder **must not** use a purchasing card:
1. to obtain cash;
2. for purchases for which payment is to be covered by another arrangement or facility applicable to the VICSES, including another type of purchasing card (e.g. where the cardholder is authorised to use a fuel card, fuel is not to be purchased using any other type of purchasing card);
3. to pay for an expense when reimbursement has been made (or will be made) to the cardholder for that same expense (for example, travel expenses);
4. to pay fines;
5. for gifts and hospitality purposes other than in accordance with the VICSES Policy 3.32 Gifts, Benefits and Hospitality policies;
6. for the payment of tips or gratuities, except in countries other than Australia, to the minimum extent expected in accordance with common practice in the country;
7. for total expenses within one month that exceed the monthly limit;
8. for personal transactions;
9. Volunteer Unit expenses;
10. VICSES preferred accommodation supplier (currently Choice Hotels); and
11. VICSES Motor vehicle repairs and maintenance expenses.
* VICSES has a defined series of acceptable transactions when using Purchasing Card:
1. Accommodation where the “preferred’ supplier is not available;
2. Airfares;
3. Catering where an account does not exist;
4. Medical practitioner expenses relating to staff or volunteer injury claims;
5. Goods that are urgent, where an account does not exist and the goods are required as a one off purchase;
6. Fuel only where the fuel card is inoperable or the fuel station does not accept the fuel card;
7. Meals while travelling in accordance with staff travel and personal expenses policy (3.10);
8. Parking;
9. Subscriptions and conference fees where online payment is the only payment option; and
10. Taxi fares

I will not split transactions on the purchasing card to avoid exceeding purchasing card transaction limits.

I hold a financial authorisation that is at least equivalent in value to the transaction limit above.

I understand that purchasing information may be periodically reviewed by the Department of Treasury and Finance.

Transaction/monthly reconciliation

I will be issued with an electronic monthly statement by the card provider in the online system (SDG2). I will ensure that all transactions that appear on the monthly statement are verified by me and that sufficient supporting documentation is retained in the appropriate folder in the VICSES records management system (HPRM).

I will ensure that goods or services paid for using the purchasing card are actually delivered or provided. I will ensure that each transaction appearing on the card provider’s statement is appropriately coded for accounting purposes.

I will sign the monthly statement provided by the card provider electronically in the online system to indicate that the transactions being paid by VICSES have been made only for official purposes.

I will ensure that signing, coding and storage of sufficient supporting documentation is undertaken within the timeframes indicated by the VICSES card coordinator

I will ensure that credits are requested in relation to transactions made using the purchasing card as soon as I become aware of the need for a credit, for example, where a good or service is not delivered or not provided in accordance with original expectations.

Change in cardholder details

I will immediately advise the card coordinator of any change in my name or contact details.

Upon resignation or transfer, extended leave or secondment

I will immediately return my purchasing card to the card co-ordinator if I resign or retire, or if my services as an employee of the VICSES are otherwise terminated, or if I take up a position in another Agency, or if I am instructed to do so by the Accountable Officer or the program administrator.

I will return my purchasing card to the card coordinator, prior to going on any extended leave (> than 3 months) or when seconded to another agency.

Lost or stolen cards

I will immediately report the loss or theft of my purchasing card to the card provider and the card coordinator.

Declaration

I confirm that I have access to only one purchasing card.

I acknowledge receipt of VICSES Policy 3.13 Purchasing Card (Staff).

I have been briefed on all aspects of the operation and use of the purchasing card.

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|  |  |  |
| Signature of cardholder |  | Signature of VICSES program administrator |
|  |  |  |
| Name of cardholder |  | Name of VICSES program administrator |
|  |  |  |
| Date |  | Date |