

What is a University Business Card?

A University Business Card (MasterCard) is the preferred method of paying for goods and services where the value is under \$3000.00.

Do I need a University Business Card?

If you undertake purchasing for your area or travel regularly you may need a card. If you wish to discuss your requirements please contact Jo Rohwedder on 03 6324 3342

How do I get a University Business Card.?

You need to complete the forms located at

http://www.utas.edu.au/docs/fin_services/expenditure/bcms_forms.html

Your head of Budget Centre must approve your application

What limits can I have?

Normal limits are \$5000.00 per transaction and \$5000.00 per month. These can be increased or decreased depending on operational needs.

How do I reconcile my Business Card transactions?

The University has a Business Card Management System (BCMS) where the transactions are down loaded from the bank on a daily basis and the reconciliation is performed using this system. You do not receive a paper based Commonwealth Bank statement.

Do I get training in the Business Card Management System (BCMS)

It is compulsory to be trained on the use of the BCMS prior to receiving your Business Card. Training sessions are held regularly and you can book on-line at

http://www.utas.edu.au/docs/fin_services/index.html

Do I have to reconcile my own card?

It is possible to have a delegate on the BCMS. The delegate can undertake the coding of you transactions for you, however, you are responsible for obtaining the appropriate documentation and ensuring your purchases are for business purposes.

Do I have to keep any documentation?

You need to keep tax invoices/receipts for all purchases. Please refer to the Purchase Documentation Policy

http://www.utas.edu.au/docs/fin_services/policies/policy_10-8.html