



CARDHOLDERS ACKNOWLEDGEMENT & DECLARATION

Financial Services

UNIVERSITY OF TASMANIA

Cardholder's full name _____

Cardholder's Position title _____

I acknowledge that my monthly credit limit is \$ _____ upon being issued a Commonwealth Bank Business Card ("the Card") for use on University of Tasmania's Commonwealth Bank Business Card account.

I acknowledge:

- I am aware of my responsibilities and duties as a Commonwealth Bank Business Cardholder under the University of Tasmania's Business Card Policy on the Financial Services Web site.
- The Card must be for University of Tasmania's business use only.
- That transactions made with the card are subject to authorisation and auditing.
- The card will be kept safe from unauthorised use at all times.
- To return the Card to the Business Card Administrator
 - o upon request;
 - o prior to my assuming duties in another position that does not require the Card;
 - o on termination of my employment from the University;
- In the event that the card has been lost or stolen, or that it has been misused, I undertake to immediately advise;
 - o Commonwealth Bank Customer Service Card Services by telephone on 13 2221;
 - o **and** Financial Services by telephoning 6324 3344.
- That I will be personally liable for all purchases improperly made using the card while it is in my possession.
- That I will obtain appropriate documentation such as tax invoices to support my card transactions.

I have read and understand the above conditions, which govern the use of a University Business Card and will follow the administrative guidelines for use of the card.

Cardholder's signature

Date