



BUSINESS CARD APPLICATION

Financial Services

Cardholder Section

Employee or Student
 Number _____

First Name _____

Family Name _____

Username (if known) _____

Email Address _____

Mobile Number _____

Work Number _____

Fax Number _____

School or Section Name _____

Internal Post Box No. _____ Campus _____

Default FMIS Account

1				7300
Entity	Fund	Budget Centre	Project	Account

Nominated Delegate:

Under the Business Card program the cardholder may appoint a delegate who can be granted access to your card data to undertake various administrative functions. A delegate has the ability to view, code and submit your transactions on your behalf. This access should be given to a suitably responsible person such as a personal assistant or departmental manager.

Delegate section

First Name _____

Family Name _____

Work Number _____

Email Address _____

Authoriser Section

First Name _____

Family Name _____

Work Number _____

Email Address _____

Transaction Limit _____

Monthly Limit _____

Blocked Merchant Categories (Only tick the categories to be restricted)

All university Business Cards are blocked for cash withdrawals. Further categories can be restricted at the request of head of budget centre by ticking those categories they wish to be blocked.

- Airlines
 Car Rental
 Entertainment Est.
 Hotels/Motels
 Liquor Stores
 Restaurants
 Travel Agents
 Transport (eg Taxi, Boat, Train)
 Other - Please specify _____

I confirm that the Card \$ Limits, Delegate and Authoriser are correct.

Certified Correct:

 Cardholder's signature

 Date

 Head of Budget Centre

 Date

Please ensure you attach:

- Commonwealth Bank Business Card New Cardholder Details form
 Business Cardholders Acknowledgement & Declaration

Username

Default FMIS Account

This is a reference guide to help complete certain information requested on this form.

Delegate section

Your employee number can be found on your Payslip, Employee Web Kiosk or Staff Card.

Your username for the BCMS is the same as your POP account (email account) username.

Approvers Name

Is the account where the total of unauthorised transactions in the current month are charged on the FMIS. The total cost of these transactions remain in this account until the transactions are exported from the BCMS at the end of month in which they have been authorised. The project selected should also be where the majority of your expenditure is to be costed.

Business Card Limits

Under the Business Card program the cardholder may appoint a delegate who can be granted access to your card data to undertake various administrative functions. A delegate has the ability to view, code and submit your transactions on your behalf. This access should be given to a suitably responsible person such as a personal assistant or departmental manager.

The Head of Budget Centre is responsible for ensuring all Business Card expenditure is monitored and authorised in their Budget Centre. The Head of Budget Centre can delegate the approval process in line with the delegation of signing authorities.

Individual transaction and monthly card limits are upon the recommendation of the Head of Budget Centre and approved by the Director, Financial Services. Both the maximum transaction limit and the monthly card limit is \$5,000, however these amounts can be increased with a written recommendation from the Head of Budget Centre and approval by the Director, Financial Services. Alternatively a Budget Centre can request a Business Card with either a lower transaction or monthly limit.

Blocked Merchant Categories

The University has restricted card access at the individual card level for cash withdrawals. Further categories can be restricted at the request of head of budget centre by ticking those categories they wish to be blocked.