



## CARDHOLDER AGREEMENT CONDITIONS OF USE

| CARDHOLDER DETAILS      |       |
|-------------------------|-------|
| Full Name of Cardholder | _____ |
| Position                | _____ |
| Business Address        | _____ |
|                         | _____ |
| Department              |       |

Your participation in the Westpac MasterCard Purchasing Card Programme carries the responsibility of complying with the general and special Conditions of Use detailed on the following page. Although the card is issued in your name, it should be considered Polytechnic property and used with good judgment. Your signature on this Cardholder Agreement signifies your acceptance of the Conditions of Use and your agreement to comply with these conditions and the Otago Polytechnic Business Division Procedure: Purchasing and Credit Cards and Te Pūkenga National Expenditure Policy and Te Pūkenga Kaupapa-here / Delegations Policy.

### CARDHOLDER CERTIFICATION

I, \_\_\_\_\_, have read and agree **to comply with** Otago Polytechnic Business Division Procedure: Purchasing and Credit Card and Te Pūkenga National Expenditure Policy and Te Pūkenga Kaupapa-here / Delegations Policy *and* Conditions of Use (overleaf) the Westpac MasterCard Purchasing Card Programme.

Signature \_\_\_\_\_ Date \_\_\_\_\_

### AUTHORISED SIGNATORY CERTIFICATION

We, \_\_\_\_\_, as Authorised Signatories of the Otago Polytechnic Business Division: Purchasing Card Programme hereby authorise the issue of Westpac MasterCard Purchasing Card to the card holder nominated above.

Signature \_\_\_\_\_ Date \_\_\_\_\_

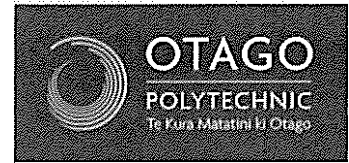
Signature \_\_\_\_\_ Date \_\_\_\_\_

## CONDITIONS OF USE

1. The Westpac MasterCard Purchasing Card is provided to you based on your need to purchase business-related goods and services. The card may be revoked at any time based on a change of position or location, or when otherwise deemed appropriate by the organisation. The card is not an entitlement nor is it reflective of title or standing.
2. You are responsible for adhering to your Purchasing Card parameters, including the individual billing cycle credit limit.
3. The card is to be used only for business-related purchases of an approved type, as detailed in the Purchasing Card Quick Reference Guide (refer below). **Personal charges are not to be made against the card.**
4. You may not use the card to obtain cash, either directly or indirectly, from ATMs, EFTPOS terminals and bank branches.
5. You are responsible for retaining receipts and/or other documentation that supports transactions made with the Purchasing Card.
6. As a cardholder, you are required to reconcile your monthly cardholder statement within the nominated time frame (2<sup>nd</sup> working day of the month following the end of the reporting cycle) in Westpac's Expense Management System (SmartData). This includes uploading copies of supporting documentation to verify the transactions recorded against the Purchasing Card and allocating a General Ledger code for each transaction, thereby enabling your designated approver to verify and authorise the reporting cycle transactions. Authorisation is to be completed by the 5<sup>th</sup> working day of the month following the end of the reporting cycle.
7. You are responsible for timely notification of disputed transactions appearing on your cardholder statement, in accordance with Westpac's timelines.
8. You are the only person entitled to use the card and are responsible for all charges made against the card while it is in your possession. You may not use the card, nor permit it to be used, for any reason other than official purposes.
9. You are responsible for adequately securing the card from loss and theft. However, if this occurs, you must immediately notify your Card Provider to indemnify the organisation from further debt, then advise the Director: Finance Services.
10. Improper use of the Purchasing Card will be considered as a misappropriation of the organisation's funds and is likely to result in disciplinary actions and/or revocation of the card. Fraudulent use may result in the instigation of legal proceedings.
11. You are required to immediately surrender your Purchasing Card upon resignation or termination of employment with the Polytechnic.

## SPECIAL CONDITIONS

Transactions in merchant category group Adult Entertainment are disallowed. This category includes but is not limited to Gambling transactions, Casino transactions, Casino Gambling Chips, Massage Parlours and Dating and Escort Services.



## Purchasing Card Usage - Quick Reference Guide

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You have been provided with a Purchasing Card (P-Card) to allow for the efficient and timely cost processing of one-off purchases of goods and services, nuisance purchases, accommodation, and entertainment. Otago Polytechnic Business Division's banking provider Westpac New Zealand have made available an online expense management system known as SmartData in order to manage the recording and reconciliation of card use.

### ***What are Nuisance Purchases?***

Nuisance purchases include small value items such as milk, tea and coffee, postage, etc.

### **This P-Card must NOT be used for the following types of purchases:**

- Cash withdrawals.
- Expenditure subject to an insurance claim (eg. medical bills associated with an incident).
- Private purchases or payment of private accounts, including payment of accounts not in the name of Otago Polytechnic Business Division.
- Employee reimbursement type expenses
- Expenditure already provided for by an allowance (eg. payroll, per diem or other allowances).
- Fuel or oil procurement for Otago Polytechnic Business Division fleet vehicles, unless an emergency situation arises (note: this does not apply to fuel for rental cars).
- Purchases of Fixed Assets, ie. an item capital in nature that is over \$2,000 and has a usual life of over 12 months.
- Any operating expenses great that \$2,500, in these cases an electronic purchase order against an approved supplier should be raised.
- Any IT related expenses – hardware and software.
- Booking of airline flights, these should be undertaken through the Polytechnic's travel management company.

### **TAX INVOICES**

GST Tax Invoices MUST be uploaded to SmartData for ALL purchases – merchant or EFTPOS receipts are not sufficient evidence for audit purposes.

When a tax invoice for over \$50 (GST inclusive) is missing *Otago Polytechnic Business Division* is not entitled to claim the GST and therefore the full value of the expense (GST inclusive) must be coded to the programme or activity. If tax invoices are continually missing, disciplinary action against the cardholder may result, and the use of the card suspended or cancelled.

**BY USING THE P-CARD YOU AGREE TO COMPLY WITH THE P-CARD USAGE POLICIES AS SET OUT BY OTAGO POLYTECHNIC BUSINESS DIVISON AND TE PŪKENGA.**

**ANY BREACH OF THESE GUIDELINES MAY RESULT IN DISCIPLINARY ACTION.**