



(This form is held with the Department of Human Resources)

FORM 565 - SALARY DEDUCTION AUTHORITY
Purchase Card Non Business Related Expense

In the event that my Murdoch University purchasing card is inadvertently used for non business related expenditure:

I, _____

(Full Name)

Employee Number: _____

Date of Birth: _____

Authorise Murdoch University to deduct this expenditure from my next salary post identification of such an expense. I understand that should such an event occur, my purchasing card supervisor must be advised immediately of the non business related expenditure occurring as per the requirements of Policy 517 – Purchasing Card Policy and Concur Acquittal Process.

I also understand that if I wish to pay for the expenditure by cheque or cash instead, this must be communicated to my purchasing card supervisor and paid directly to the Accounting Officer (Purchasing Cards) in the Office of Finance, Planning and Reporting within 24 hours of identification.

I further understand that use of the Murdoch University purchasing card for non business related expenditure is a breach of policy and it is at the discretion of the University as to whether the purchasing card is cancelled/suspended due to non-compliance with this policy.

Card Holders Signature

Date

Witnesses Signature

Witnesses Full Name

Date