



## Frequently Asked Questions

### ANZ Purchasing Card

#### 1 Can I use a Murdoch University ANZ Purchasing Card for personal expenditure?

No. This is a breach of the University's Procurement and Purchasing Card policies. Only business related purchases are permissible.

Refer to attached policies:

[Link for procurement policy](#)

Purchasing Card policy: ([Policy 517](#))

#### 2 What happens if I use a Murdoch University ANZ Purchasing Card to pay for personal expenditure?

You are required to notify your purchasing card Supervisor immediately. A personal cheque or cash equivalent to the value of the personal expenditure is required to be paid back to the University as soon as possible. The payment is to be given to the Accounting Officer (OFS) when this occurs.

Please note, should the purchasing card be used for personal expenditure, it is at the University discretion as to whether the purchasing card will be cancelled / suspended due to non-compliance with this policy.

#### 3 How do I apply for an ANZ purchasing card?

- Applications for purchasing cards must only be made by eligible employees.
- The application requires the completion of two forms:
  1. Form 560(a) "ANZ - Commercial Cards Cardholder Registration Form (Murdoch Uni)" ([Form 560\(a\)](#)), or Form 560(b) "ANZ - Commercial Cards Cardholder Registration Form (Murdoch Link)" ([Form 560\(b\)](#)), or Form 560(c) "ANZ - Commercial Cards Cardholder Registration Form (Innovative Chiropractic Learning)" ([Form 560\(c\)](#)) ; and
  2. Form 561 "Purchasing Card Agreement and Acknowledgement by Cardholder" ([Form 561](#)).
- Form 560(a), (b) or (c) requires the cardholder to complete sections 2, 3 and 5 (cardholder signature part only).

- Form 561 requires the cardholder to provide details including name, employee number, position, school/office, department, delegate name and credit limit applied for.
- Once completed and approved, forward application forms to the Accounting Officer (OFS).
- Purchasing cards will be issued in the name of the employee and remain the property of ANZ.
- Form 560 – Once signed by the cardholder, the form will thereafter be approved by the University appointed verifying officer and authorised signatory within OFS.
- Form 561 - The Vice Chancellor, Deputy Vice Chancellors or Executive Deans must approve this form.

The approval covers the following:

1. The appointed cardholder is entitled to receive a purchasing card under this policy; and
  2. The credit limit applied for. Please note that this approval is to be in accordance with the approver's financial delegation (e.g. for a credit limit of \$10,000, the approver needs to have a financial delegation of \$10,000 or above).
- The Vice Chancellor, Deputy Vice Chancellor or Executive Dean approving the application will normally take the responsibility of being the cardholder's 'supervisor'. This authority may be delegated to a nominated 'supervisor', by the Vice Chancellor, Deputy Vice Chancellor or Executive Dean, at the time the application is lodged with OFS.
  - The supervisor must have line authority above the cardholder. Nominated cardholder 'supervisors' cannot further delegate this role.
  - The supervisor will take the role of approving expense reports within the Concur Expense Management System (refer to 4.10.3)
  - OFS will maintain a record of purchasing cards issued and the cardholder's supervisor.

#### **4 How do I adjust a credit limit on the ANZ purchasing card?**

Where the cardholder's credit limit requires adjustment, the cardholder must arrange for an email to be sent by either the Vice Chancellor, Deputy Vice Chancellors or Executive Dean, dependent on who the appropriate financial delegate is, to the Accounting Officer (OFS), authorizing the adjustment to the credit limit.