

PERSONAL USE OF ECU CREDIT CARD STATUTORY DECLARATION



Staff are to complete the Personal Use of ECU Corporate Credit Card declaration in accord with the requirements under Clause 4.19 of the [University Credit Card Procedure](#).

COMPLETED FORMS ARE TO BE FORWARDED TO LEGAL AND INTEGRITY (SGSC) AT: compliance@ecu.edu.au

PERSON MAKING THE DECLARATION

| | |
|----|-----------|
| I, | Full Name |
|----|-----------|

With employment and contact details below:

| | | | |
|----------------------|--|-------------|--|
| Position | | Branch/Unit | |
| School/Centre/Office | | Telephone # | |

sincerely declare that I have incurred a personal expense(s) on my ECU credit card, the details of which are provided below:

DETAILS OF PERSONAL USE

| | | | |
|--|--|--------------------------------------|----|
| Date of Personal Use | | Amount spent on personal use | \$ |
| Reason for Personal Use | | | |
| Date Reimbursed to ECU <small>(Payments are to be made at: https://payonline.ecu.edu.au/pay/menu)</small> | | Reimbursement Payment Receipt Number | |

This declaration is true, and I know that it is an offence to make a declaration knowing that it is false in a material particular. This declaration is made under the *Oaths, Affidavits and Statutory Declarations Act 2005*

at: _____ (place) on _____ (date)

by: _____ Signature of person making the declaration

In the presence of:

| | |
|--|---|
| | <i>Signature of authorised witness [See "List of Authorised Witnesses for Statutory Declarations" at the Legal and Integrity website or follow this link]</i> |
| | <i>Full name of authorised witness</i> |
| | <i>Qualification of authorised witness</i> |

ACCOUNTABLE SUPERVISOR SIGNOFF

| | | | | |
|-----------|--|----------|--|-----------------------|
| Full name | | | | |
| Position | | | | |
| Date | | Phone No | | School/Centre /Office |
| Comments | | | | |
| Signature | | | | |

ADMINISTRATIVE USE ONLY

| | | | | | |
|-------------|--|------|--|-----------|--|
| Received By | | Date | | Signature | |
|-------------|--|------|--|-----------|--|