

**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
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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	\$
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Reason for Personal Use			
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Date Reimbursed to ECU (Payments are to be made at: https://payonline.ecu.edu.au/pay/menu)		Reimbursement Payment Receipt Number	
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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:

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

ACCOUNTABLE SUPERVISOR SIGNOFF

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

ADMINISTRATIVE USE ONLY

Received By		Date		Signature	
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