

# 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](mailto: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	\$
Reason for Personal Use			
Date Reimbursed to ECU (Payments are to be made at: <a href="https://payonline.ecu.edu.au/pay/menu">https://payonline.ecu.edu.au/pay/menu</a> )		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:

	Signature of <b>authorised witness</b> [See "List of Authorised Witnesses for Statutory Declarations" at the <a href="#">Legal and Integrity website</a> or follow this <a href="#">link</a> ]
	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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