

# Personal use of ECU Corporate Credit Card Declaration



Staff are to complete the Personal Use of ECU Corporate Credit Card declaration in accord with the requirements under Clause 4.14 of the [University Credit Card Policy](#).

**COMPLETED FORMS ARE TO BE FORWARDED TO LEGAL AND INTEGRITY (SGSC) AT: [integrity@ecu.edu.au](mailto:integrity@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		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 <b>authorised witness for statutory declarations in Western Australia</b> [See "List of Authorised Witnesses for Statutory Declarations" at Legal and Integrity website or follow this <a href="#">link</a> ]</i>
	<i>Full name of authorised witness</i>
	<i>Qualification of authorised witness</i>

## ACCOUNTABLE SUPERVISOR SIGNOFF

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

## ADMINISTRATIVE USE ONLY

Received By		Date		Signature	
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