

Personal use of ECU Corporate Credit Card Declaration



Staff are to complete the Personal Use of ECU Corporate Credit Card declaration in accordance with the requirements under Clause 4.17 of the [University Credit Card Procedures](#).

COMPLETED FORMS ARE TO BE FORWARDED TO LEGAL AND INTEGRITY (SGSC) AT: integrity@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 <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:

_____	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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