

Senate Standing Committee on Environment and Communications

Answers to Senate Estimates Questions on Notice

Budget Estimates May 2017

Communications Portfolio

Department of Communications and the Arts

Question No: 33(a)

Program 1.1

Hansard Ref: Written, 02/06/2017

Topic: Credit Cards

Senator Bilyk, Catryna asked:

How many credit cards are currently on issue for staff in the Department and agencies within the portfolio? If possible, please provide a break-down of this information by APS/ SES level.

- (a) What was the value of the largest reported purchase on a credit card in calendar year 2016 and what was it for?
- (b) How much interest was paid on amounts outstanding from credit cards in calendar year 2016?
- (c) How much was paid in late fees on amounts outstanding from credit cards in calendar year 2016?
- (d) What was the largest amount outstanding on a single card at the end of a payment period in calendar year 2016 and what was the card holder's APS/ SES level?
- (e) How many credit cards were reported as lost or stolen in calendar year 2016 and what was the cost of their replacement?
- (f) How many credit card purchases were deemed to be illegitimate or contrary to agency policy in calendar year 2016? What was the total value of those purchases? How many purchases were asked to be repaid on that basis in calendar year 2016 and what was the total value thereof? Were all those amounts actually repaid? If no, how many were not repaid, and what was the total value thereof?
- (g) What was the largest purchase that was deemed illegitimate or contrary to agency policy and asked to be repaid in calendar year 2016, and what was the cardholder's APS/ SES level? What that amount actually repaid, in full? If no, what amount was left unpaid?
- (h) Are any credit cards currently on issue in the Department or agencies within the portfolio connected to rewards schemes? Do staff receive any personal benefit as a result of those reward schemes?
- (i) Can a copy of the Department's staff credit card policy please be provided?

Answer:

There are currently 171 credit cards issued to staff for the Department of Communications and the Arts.

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APS/SES Level	Number of issued cards	APS/SES Level	Number of issued cards
SEC	1	APS 6	29
SES B3	2	APS 5	11
SES B2	6	APS 4	15
SES B1	25	APS 3	0
EL 2	44	APS 2	0
EL 1	38	APS 1	0

- (a) The largest single transaction in the 2016 calendar year was for \$73,771 to pay for the flights of delegates to attend the Festival of Pacific Arts in Guam.
- (b) No interest was paid in calendar year 2016
- (c) No late fees were paid in calendar year 2016
- (d) No amounts were outstanding at any stage during the 2016 calendar year.
- (e) There were seven cards reported as lost or stolen during the 2016 calendar year. The cards are replaced free of charge.

(f)

Illegitimate purchases	Value	Requested to be repaid	Value	Repaid
23	\$737.66	Yes	\$737.66	Yes

- (g) \$220 was the largest amount to be deemed illegitimate or contrary to agency policy and asked to be repaid in the 2016 calendar year. The officer was at the SES Band 1 level. The full amount was repaid.
- (h) No cards issued by the Department are connected to reward schemes.
- (i) Attachment A is the Accountable Authority Instruction and Practical Guide, Attachment B is the card holders undertaking that must be completed before the card is provided to the officer.

Commonwealth credit cards and credit vouchers Cab charge

2.3 Commonwealth credit cards and credit vouchers (Cab-charge)

This Accountable Authority Instruction (AAI) and Practical Guide (PG) sets out the policies for Commonwealth credit cards and credit vouchers (Cab-charge)

Accountable Authority Instructions

Instructions – All officials

1. Only the person issued with a Commonwealth credit card or credit voucher, or someone specifically authorised by that person, may use that credit card, credit card number or credit voucher.
 2. You may only use a Commonwealth credit card or card number to obtain cash, goods or services for the Commonwealth entity.
 - - You cannot use a Commonwealth credit card or card number for solely private expenditure.
 3. In deciding whether to use a Commonwealth credit card or credit voucher, you must consider whether it would be the most cost-effective payment option in the circumstances.
 4. Before using a Commonwealth credit card or credit voucher, you must ensure that the requirements in AAI - Approval and commitment of relevant money, have been met before entering into the arrangement.
 5. You must ensure that your use of a Commonwealth credit card or credit voucher is consistent with the approval given, including any conditions of the approval.
 6. You must ensure that any Commonwealth credit cards and credit vouchers issued to you are stored safely and securely.
7. Should the officer have any coincidental personal expenses identified in the Practical Guide, these coincidental personal expenses are to be repaid as soon as practicable.
 8. All cardholders must comply with the requirements of the cardholder's undertaking.

Instructions - Officials with a delegation to enter into borrowing agreements for Commonwealth credit cards and credit vouchers

9. When entering into a borrowing agreement for the issue to, and use by, the Commonwealth entity of credit cards or credit vouchers, you must:
 - have a valid delegation to enter into borrowing agreements;
 - ensure that the requirements in AAI - Approval and commitment of relevant money have been met; and
 - ensure that the procurement of the credit card and/or credit voucher services is in accordance with the CPRs (see AAI

Procurement).

10. You must:

- comply with the directions in the delegation from the Finance Minister (under section 56) or any directions in the delegation from your accountable authority; and
- ensure that the borrowing agreement requires the money borrowed to be repaid within 90 days of the Commonwealth being notified of the amount borrowed.

Practical Guide - Commonwealth credit cards and credit vouchers (Cab-charge)

Credit cards

1.1. General

1.1.1. The Department's Corporate Credit Cards are a payment mechanism that provides a cost effective method to make purchases for goods and services under \$10,000. This method of payment is in preference to raising a *Purchase Order* (PO). However, the use of a Card should generally be avoided when purchasing reportable items (such as consultancies, advertising etc) and making prepayments over \$2,000 unless discussed with the Financial Reporting Team.

1.1.2. Sanctions may apply for fraud or misuse of the Card under the *Public Governance, Performance and Accountability Act 2013* (PGPA Act), the *Public Service Act 1999* and the *Criminal Code Act 1995* and Card Holders may also be personally liable for any loss suffered by the Commonwealth due to fraud or misuse.

1.2. Eligibility

1.2.1. An official may apply for a Card where the official:

1. is an SES officer; or
2. purchases property or services on behalf of the Department; or
3. travels more than once per year on official business on behalf of the Department.

1.2.2. Officials who require a new card need to complete a [Credit Card Nomination form](#) endorsed by an SES Officer, or the Chief Financial Officer (CFO) for the Deputy Secretaries and also provide a copy of their Department security pass. Note: Special consideration is given for Administered Credit Cards. A business case outlining the need for an Administered Credit Card and this may be approved on a case by case basis by the CFO.

1.2.3. Contractors are not entitled to a Commonwealth Credit Card, however special consideration may be made on a case by case basis by the CFO.

1.2.4. Before releasing the Card, the Credit Card Administrator will ask Card Holders to:

1. read the Commonwealth credit cards Practical Guide;
2. sign the Card; and
3. read and sign the [Commonwealth Credit Card–Card Holders Undertaking](#) form (Agreement).

1.3. Responsibilities

1.3.1. The Card Holder should:

1. safeguard the Card;
2. not exceed the Card limit or the transaction limit available to the Card Holder;
3. acquit transactions from the previous billing cycle in ProMaster by the 20th of every month;
4. obtain written approval from an official with the appropriate delegation limit using the Request to Purchase Goods and Services Using a Credit Card form (or email from the delegate) for that transaction, if the transaction belongs to another cost centre;
5. keep all related documentation including approvals on an official file (unclassified) attached to the relevant ProMaster Expense Report;
6. ensure all invoices are annotated when property or services are received;
7. only dispute transactions that are genuinely incorrect;
8. return the Card to the Administrator when the Card Holder leaves the Department or moves to a role where a Card is not required; and
9. not split transactions to keep within the transaction limit of the Card or the expenditure limit.
10. The Cardholder must not use the card for tips/gratuities for purchases within Australia. However if an officer is travelling internationally, where it is customary in that country for tips/gratuities, then a tip commensurate with the services provided is allowed;

1.3.2. The Supervisor should:

1. confirm that any of the expenditure is appropriate and authorised;
2. confirm that any SES travel expenses are reasonable; and
3. confirm that the cost centre and GL and tax code used are correct
4. confirm that support documentation is retained
5. verify all transactions by the 23rd of each month.

1.4. Cancelling a Corporate Credit Card

1.4.1. Cards are not transferable. A Card may be cancelled by the Administrator where:

1. the Card Holder leaves the Department;
2. the Card Holder is reassigned within the Department where purchasing or travel is not integral to the new position;
3. requested in writing to do so by the Card Holder's supervisor/manager or the CFO;
4. the Card Holder fails to comply with the Accountable Authority Instructions or Practical Guides relating to the use of the Card; or
5. the Card is dormant for more than six months.

1.4.2. In the case of a) or b) above, the Card Holder and/or their supervisor should advise the Administrator via email immediately.

1.4.3. In the case of c), d) or e) above, the Administrator will advise the Card Holder and their supervisor via email that the Card is being cancelled.

1.4.4. The Card Holder should return the Card along with a completed [Return of Corporate Credit Card form](#) to the Administrator within two working days of being advised that the Card will be cancelled.


1.4.5. It remains the Card Holder's responsibility to ensure any outstanding transactions are acquitted as per this Practical Guide.

1.4.6. Further in the case of a) it is the Card Holder's responsibility to pass on all related documentation to the Administrator for record

keeping purposes.

1.4.7. The Card Holder should arrange the cancellation of any automatic charges to the Card.

1.5. Lost or Stolen Cards

1.5.1. Lost or stolen Cards are to be reported immediately, in the first instance to Diners Club on 1800 105 660 or +61 3 8643 2210  from overseas, then to the Administrator and the Card Holder's supervisor.

1.5.2. Card Holders should complete a [Lost or Stolen Credit Card Notification Form](#) and return it to the Administrator. The Administrator will manage all further communication with Diners Club.

1.5.3. Any record of verbal advice or correspondence received from Diners Club should be forwarded to the Administrator to assist with management of the lost/stolen Card.

1.5.4. Where the card has been stolen, Diners Club will commence an investigation. The Administrator will notify the Department's Governance and Reporting area by filling out a *Fraud Referral* form, found in [Practical Guide 1.2 Managing Risk and Fraud](#). The Department's Governance area will consult with the General Counsel and other officers about what action is to be taken, and whether the matter should be investigated further.

1.6. Usage

1.6.1 As stated in [Practical Guide 2.8 Official Travel](#), all travellers are to use the Diners Club virtual card when arranging travel for flights, accommodation and short term car hire. For non SES an allowance will be advanced for meals and incidentals. As SES officers do not receive a travel allowance as standard, their Australian Government MasterCard should be used for all additional travel related expenditure (i.e. meals and incidentals) where possible.

1.6.2. An Australian Government MasterCard is issued as a purchase card and can be used as a general purpose card to make payments for purchases of property and services.

1.7. Purchasing Property and Services

1.7.1. The Card can be used to purchase capital assets up to the transaction limit of each Card Holder but are still subject to the requirements of [Practical Guide 5.1 Acquiring relevant property \(including property found\)](#).

1.7.2. Card Holders are provided the ability to 'enter into spending commitments' across cost centres, following receipt of commitment approval from the relevant cost centre delegate. The approval should be provided to the Card Holder before the purchase is undertaken.

1.7.3. The following means of purchasing goods and services using the Card are permitted; over the counter sales; telephone; fax; email and internet where the site is secure. When purchasing, the Card Holder should ensure and substantiate that:

1. the purchase complies with the PGPA Act, PGPA Rule, Financial Delegations and Accountable Authority Instructions;
2. decisions taken are publicly defensible, economical, legal and contribute to the Department's objectives;
3. delegations exercised are within financial, budget and other limits;
4. the correct delegate/authorised official and delegation/authorisation have been used;

5. the quantity, quality and cost of the property or services delivered were as agreed at the time of purchase and are noted on the invoice as received;
6. tax Invoices are obtained for all Australian purchases greater than or equal to \$82.50 (GST inclusive); and
7. proof of purchase is retained for all international transactions.

1.7.4. If an official has not been issued with a Card and is required to make a purchase they can arrange for a Card Holder to purchase on their behalf provided authorisation is obtained from the delegate.

1.8. Use While on Official Travel

1.8.1 For guidance on the use of the Card for official travel, refer to [Practical Guide 2.8 Official Travel](#).

1.9. Personal Use of the Corporate Credit Card

1.9.1. Authorised Personal Use

1.9.2. The Card Holder can use a Card for Commonwealth purposes and coincidental personal expenditure. Coincidental personal expenditure is defined as a personal expense that is charged at the same time as a business expense where it is impractical or not possible to split the transaction. There are limited circumstances where this might occur. For example, personal telephone calls or mini-bar expenses paid as part of an accommodation account when the hotel won't split the bill. In other cases the use of a private card should be considered, and reimbursement sought from the Department.

1.9.3. If the Card Holder incurs any coincidental personal expenditure when using the Card, the Card Holder should:

1. advise the Administrator immediately after becoming aware of the coincidental personal expenditure or the next business day;
2. reimburse the Commonwealth within fourteen working days of the expenditure or returning from the trip; and
3. identify the coincidental personal expenditure in ProMaster.

1.9.4. Where there is doubt about whether any Card expenditure is authorised, the matter should be referred to the Administrator who will refer the matter to the CFO if appropriate.

1.9.5. Unauthorised Personal Use

1.9.6. Unauthorised use of the Card, in the context of personal use, is any use not coincidental or covered as 'Authorised Personal Use' above.

1.9.7. If use of the Card is unauthorised in the context of private use the Card Holder is required to:

1. advise the Administrator no later than one working day after becoming aware of the error;
2. reimburse the Commonwealth no later than fourteen working days of receipt of invoice;
3. identify the inadvertent expenditure in ProMaster;
4. complete the [Personal use of Credit Card Form](#); and
5. be aware that the matter will be referred to Governance and Reporting.

1.10. Excluded Purchasing Categories

1.10.1. Unless authorised by the Secretary or CFO, the withdrawal of cash advances from a bank branch or Automatic Telling Machine (ATM), or commercial outlet is not permitted.

1.10.2. If authorisation is given by the Secretary or the CFO, the Administrator should activate the cash access capability on the Card.

1.11. Credit for Purchases

1.11.1. Where property purchased with the Card is returned to the vendor for credit, the Card Holder should retain a record of the request and follow it up to ensure that the credit entry is listed in ProMaster.

1.11.2. A credit adjustment note, showing the Australian Business Number (ABN) number and GST amount, if applicable, should be obtained from the vendor.

1.11.3. Card Holders and other staff should not accept cash refunds for purchases made on the Card. Where the vendor's Card facility will not allow a refund directly to the Card, arrangements should be made with Finance and Business Services for the recovery of the refund.

1.11.4. When a credit is confirmed in ProMaster it should be acquitted in the same way the expense was originally acquitted.

1.12. Acquittal

1.12.1. The card holder is responsible for transaction acquittals. If the Card Holder is an SES officer they may nominate another official (Nominee) in the business area to perform this task on their behalf.

1.12.2. All transactions are acquitted on the [ProMaster website](#). Access to the website is also available on the home page of the intranet. In order to access ProMaster please contact the Travel and Cards Team in Finance and Business Services. ProMaster training can be arranged through the Card Administrator.

1.12.3. The Card Holder/Nominee should ensure a Tax Invoice is retained for Australian transactions of \$82.50 (GST inclusive) or more (or a receipt or invoice for all other transactions) to be acquitted against the relevant transaction in ProMaster.

1.12.4. Should a Tax Invoice, receipt or invoice for a purchase less than \$82.50 (GST inclusive) be lost, a note identifying the details of the costs incurred must be attached to the transaction in ProMaster. If the amount is over \$82.50 (GST Inclusive) a note identifying the details of the costs incurred along with an explanation of attempts made to contact the Merchant for a replacement invoice should be attached to the transaction in lieu of the invoice

1.12.5. If a transaction exceeds \$82.50 (GST inclusive) in value, the invoice must display all the relevant Tax Invoice requirements before a GST input tax credit can be claimed (refer to the Department's Goods and Services Tax Manual).

1.12.6. Where a vendor issues a slip or receipt for any purchase above \$82.50 (GST inclusive) that does not comply with the requirements of *A New Tax System (Goods and Services Tax) Act 1999*, or the Card Holder loses the valid Tax Invoice, the Card Holder should request a Tax Invoice be provided by the vendor. Vendors are required by law to supply a tax invoice within 28 days of any formal request.

1.12.7. In the absence of a valid Tax Invoice, no input tax credit can be claimed back and only the GST exclusive amount will be charged to the relevant cost centre. A debtor invoice to the Card Holder may be raised by the CFO for the GST portion.

1.12.8. For further information or advice on GST issues, refer to [Practical Guide 4.1 Taxation Obligations](#) or contact Financial Reporting.

1.13. Disputed Transactions

1.13.1. If the Card Holder is in doubt over a transaction, in the first instance they should contact the merchant if possible. If the Card Holder is not satisfied with the outcome, then the Card Holder can dispute the transaction with Diners Club noting that they need to lodge the dispute within 60 days from the original transaction date.

1.13.2. The following examples are transactions that may not require raising a dispute:

1. Where a tax invoice or receipt differs from what is on the ProMaster credit card payment. This difference is most often due to a service fee (which may be shown as a percentage to be added to the dollar amount shown on the invoice). For example: the Tax invoice shows \$55.00 as the fare and on the bottom of the invoice it may say "a 10% service fee applies" hence the amount charged to the credit card is \$60.50.
2. Merchants (such as Air Express and Telstra) can charge a service fee for using a credit card.
3. Other fees associated with the use of a Credit Card.

1.13.3. The Card Holder will complete a Disputed Transaction Form in ProMaster which will be automatically sent to the Administrator. It is the Administrator's responsibility to lodge the dispute with Diners Club. If the Card Holder receives any correspondence from Diners Club regarding the dispute, it is essential that this paperwork be forwarded to the Administrator immediately.

When a disputed transaction is resolved in favour of the Card Holder, an adjusting entry will be made by Diners Club. Select the transaction from the list and press the resolve dispute button. If the dispute has been resolved in favour of the merchant, click on the cancel dispute button and continue on with the acquittal process.

1.14. Roles

1.15. Card Holder

1.15.1. In purchasing property or services, the Card Holder's role is to ensure compliance with the relevant legislation, financial delegations, Accountable Authority Instructions and Commonwealth Procurement Rules. The Card Holder must acquit all transactions as required by this Practical Guide.

1.16. Nominee

1.16.1. Where the Card Holder is an SES officer, a Nominee may acquit the Card transactions on their behalf. It is the responsibility of the SES officer to ensure that all transactions are acquitted in accordance with this practical guide.

1.17. Immediate Supervisor

1.17.1. The role of the immediate supervisor is to confirm any expenditure is an appropriate use of relevant monies.

1.18. Credit Card Administrator

The Administrator is responsible for the issue, maintenance, cancellation and administration of Cards. The Administrator liaises with Diners

Club and ProMaster and arranges for training on ProMaster.

2. Cabcharge

2.1.1. Taxi eTickets should only be issued to officials who have obtained prior approval from their manager. The custodian of Taxi eTickets is responsible for ensuring that required approvals have been obtained. If an officer holds a Corporate Credit Card, this should be used in preference to a Taxi eTicket.

2.1.2. Taxi eTickets can be used:

1. when travelling interstate for work purposes, for travel between home, office, airport, accommodation and work related destinations.
2. when travelling locally for work purposes during business hours, where public transport or use of a departmental vehicle is impractical or not available; and
3. where approved by a Manager with the appropriate delegation, outside core business hours.

2.1.3. Taxi eTickets should not be used:

1. when your normal mode of transport is unavailable;
2. for transport to and from your normal work place during band width hours as specified in the Departments Enterprise Agreement; and
3. by staying in cheaper accommodation a long distance from the business destination (e.g. Office, conference, seminar), and incurring additional unreasonable taxi fares to the Department.

2.1.4. Taxi eTicket holders are responsible for:

1. signing to verify the receipt of Taxi eTickets;
2. requesting a copy of the taxi eTicket receipt from the taxi, and return to the officer issuing taxi eTickets;
3. providing the completed taxi eTicket receipt and any unused Taxi eTickets to the issuing officer for recording; and
4. being able to substantiate for each transaction that the expenditure, is for departmental business.

2.2. Custodians

2.2.1. Each Division should appoint a Custodian of Taxi eTickets to be responsible for their administration and for the management of the business relationship with Cabcharge Australia Pty Ltd (CCA).

2.2.2. In fulfilling this role custodians are responsible for:

1. holding and maintaining a sufficient stock of Taxi eTickets to meet divisional needs;
2. checking the consignment of Taxi eTickets to receipt to ensure that the Tickets are correctly numbered, and none are missing, before acknowledging receipt of the consignment;
3. ensuring the security of bulk stocks of eTickets;
4. if dispatching the forms to staff other than the person using the eTicket, that they are sent by express freight or courier services, or if their value warrants, by more secure means such as registered freight or postage;
5. processing the Cabcharge Monthly Tax Invoice Statement within the appropriate time frame and following up with CCA any transactions or items requiring adjustment on the monthly statement;
6. following up with CCA any lost or stolen taxi eTickets; and

7. regularly reviewing the use of Taxi eTickets within the Division to ensure receipts or stubs have been returned, usage is in accordance with this instruction and delegations and that all tickets are accounted for.

2.3. Lost and Stolen cards

2.3.1. Lost or stolen eTickets must be reported immediately, in the first instance to the Custodian of taxi eTickets who will then immediately call cabcharge on 1800 652 229.

2.3.2. The officer should then complete a Lost or Stolen eTicket Notification form and return it to the custodian. The custodian will manage all further communication with cabcharge.

2.3.3. Where the e-ticket holder has not met their cabcharge responsibilities as set out in this Practical Guide, the matter will be treated as a potential fraud incident and will be reported to the Assistant Manager, Credit Cards, Accounts and Travel Section, who will take further action in accordance with the Department's [Risk Management and Fraud Control Procedures](#) (Section 3.3.1 Preliminary response to identification of suspected fraud).

Related AAs and Practical Guides - Commonwealth credit cards and credit vouchers (Cab-charge)

1.2 Managing risk and fraud

2.1 Approving commitment proposals and entering into arrangements

2.5 Procurement

2.8 Official travel

4.1 Taxation obligations

5.1 Acquiring relevant property (including property found)

Reference Material - Commonwealth credit cards and credit vouchers (Cab-charge)

[Public Governance, Performance and Accountability Act 2013 \(s27, 30, 56, 68, 69\)](#)

[Risk Management and Fraud Control Procedures \(section 3.3.1\)](#)

[Public Service Act 1999](#)

[Criminal Code Act 1995](#)



Australian Government

Department of Communications and the Arts

Commonwealth Credit Card - Cardholders Undertaking

Full Name:	MasterCard Individual Transaction Limit:		
Branch/Division:	MasterCard Monthly Purchasing Limit:		
Australian Government MasterCard Number:		Expiry Date:	
Diners Club virtual card Number		Expiry Date:	

Agreement & Acknowledgment

I understand and agree that:

I have received the new card and signed the back.	<input type="checkbox"/>
I have read and understand the Accountable Authority Instructions and Practical Guides which sets out the policies and procedures surrounding the use of cards in the Department.	<input type="checkbox"/>
I am responsible and accountable for the use, security and safeguarding of the Australian Government MasterCard at all times.	<input type="checkbox"/>
Cards are for Departmental expenditure ONLY .	<input type="checkbox"/>
I understand that all flights, accommodation and hire car charges are to go to my Diners Club virtual card, my Australian Government MasterCard is for all other purchases.	<input type="checkbox"/>
I must be satisfied that all Commonwealth credit card expenditure is for legitimate Communications business and may insist that evidence be provided to establish this.	<input type="checkbox"/>
I will not exceed the monthly and individual transaction limits.	<input type="checkbox"/>
I will not use the cards for personal purchases under any circumstances except for coincidental private expenditure authorised by the Secretary.	<input type="checkbox"/>
I will notify the Assistant Director – Credit cards, Accounts and Travel Section and my SES supervisor of any authorised or unauthorised personal use and will reimburse the Commonwealth within 14 days.	<input type="checkbox"/>
I understand that there are a range of penalties available for any Commonwealth credit card fraud or misuse under the <i>Public Governance, Performance and Accountability Act 2013</i> , <i>Public Service Act 1999</i> and <i>Criminal code Act 1995</i> and as a card holder may be personally liable for any loss resulting to the Commonwealth.	<input type="checkbox"/>
I understand that any non-compliance with Communications Accountable Authority Instructions and/or Practical Guide relating to the use of the card may result in the cancellation of the Australian Government MasterCard or further action being taken (refer point above).	<input type="checkbox"/>
I understand that any concerns arising about possible fraudulent use (including any unauthorised personal use) of the cards will be reported to the Assistant Director, Risk Compliance and Records in Finance and Business Services Branch for investigation.	<input type="checkbox"/>
I will reconcile all card transactions by the 20 th of each month.	<input type="checkbox"/>
I will return the Australian Government MasterCard: <ul style="list-style-type: none"> ○ on resignation or leaving the Department of Communications and the Arts (if possible card holders should indicate plans to leave the Department of Communications and the Arts one month prior to departure to enable cards to be withdrawn and cancelled); or ○ on transfer or promotion within the Department of Communications and the Arts where the use of the cards are no longer integral to my new position. 	<input type="checkbox"/>
If the Australian Government MasterCard is lost or stolen, I am to immediately notify, in the first instance, Diners Club on 1800 105 660 and then the Credit Card Administrator on 02 6271 7054 and travellandcards@communications.gov.au , as well as my Supervisor.	<input type="checkbox"/>

I, _____, the card holder, have read the Accountable Authority Instructions and Practical Guide relating to Commonwealth Credit Cards which govern its use and agree to accept all the terms and conditions relating to its use.

Signature of Card holder.....Date / /

Please keep a copy of this form for your own records and send the original to the Credit Card Administrator. If you require any assistance please contact the Credit Card Administrator on 02 6271 7054.

ProMaster updated	<input type="checkbox"/>	Date: / /	AOT updated	<input type="checkbox"/>	Date: / /
Register updated	<input type="checkbox"/>	Date: / /	QBT updated	<input type="checkbox"/>	Date: / /