CREDIT CARD PURCHASE REQUEST FORM



REQUESTING OFFICER NAME:
POSITION:
DEPARTMENT (Please circle one): EXECUTIVE / CORPORATE / DEVELOPMENT / INFRASTRUCTURE /
COMMUNITY
PURCHASE DESCRIPTION:
SUPPLIER DETAILS:
COST EXPENDITURE TO GL ACCOUNT OR JOB NUMBER:
FULL EXPENDITURE AMOUNT:

GST STATUS (Please circle one): GST Inclusive / No GST Applies / GST Free Supplies

NOTE: ***DOES THIS PURCHASE COMPLY WITH THE PUCHASING POLICY? DOES IT NEED QUOTES? PURCHASING POLICY CONDITIONS – CHECK THIS REQUEST IS COMPLIANT!

Purchasing Value (Excl GST)	Required Purchasing Process	
\$0 - \$2,500	• Direct purchase from suppliers. No quotation required. Market testing is encouraged.	
\$2,501 - \$6,000	• Obtain at least one written quotation (includes copies of supplier catalogues or websites). Market testing at least once p.a. via a quote is required.	
\$6,001 - \$50,000	• Seek to obtain at least three (3) written quotations from suppliers based upon a brief provided to suppliers outlining specified requirements. Supplier appointment directed by best value for money principle.	

PLEASE PROVIDE YOUR REASONS FOR USING THE CORPORATE CREDIT CARD FOR THIS PURCHASE IN THE FILE NOTE BOX BELOW:

FILE NOTE – REASONS FOR USING CORPORATE CREDIT CARD FOR THIS PURCHASE		
REQUESTING OFFICER SIGNATURE:	DATE:	
AUTHORISED CREDIT CARD HOLDER IS (Please TICK one):		
Exec MGR Corporate Services		
Exec MGR Community Services		
Exec MGR Development Services		
Exec MGR Infrastructure Services		
Senior Executive Officer		
REQUEST APPROVED BY AUTHORISED CARD HOLDER (Please circle one): YES / NO		
AUTHORISED CARD HOLDER SIGNATURE:		
IMPORTANT: THE TAX INVOICE OR PAYMENT CONFIRMATION MUS	F BE ATTACHED TO THIS FORM AND	

GIVEN TO THE SENIOR FINANCE OFFICER FOR RECONCILIATION AGAINST THE CREDIT CARD STARTEMENT

F043 – Corporate Credit Card Purchase Request Form