



STATEMENT OF PURCHASE CARD USED FOR A PERSONAL PURPOSE

Cardholder and Approver/Principal to complete this form if a card has been used for a personal purchase. Email form, invoice and receipt to: (If you are a school) - financialservices.pcard@education.wa.edu.au, (if you are a non-school [Offices]) – Doecreditcard@education.wa.edu.au

(Select applicable box)

- Cardholder Identified Personal Use Transaction** *If selected complete Sections 2, 3, 4, 5, 6 (& 8 if applicable)*
- Approver/Principal Identified Personal Use Transaction** *If selected complete Sections 1, 2, 3, 5, 6 & 7*

Section 1 – Notification Details		(Approver/Principal to complete)
Approver/Principal's Name	Position	
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	
Approver/Principal to provide reasons why they believe a personal transaction has been made.		
<div style="border: 1px solid black; height: 100px;"></div>		

Section 2 – Cardholder's Details			(Cardholder or Approver/Principal to complete)
Cardholder's Name in Full	Position	Last Six Digits of P Card	
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>	
Employee Number	School/Branch	Code Number	
<input style="width: 95%;" type="text" value="E"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	

Section 3 – Transaction Details				(Cardholder or Approver/Principal to complete)
Date Use Identified	Date of Transaction	Transaction Amount	Personal Expenditure Amount	
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	\$ <input style="width: 95%;" type="text"/>	\$ <input style="width: 95%;" type="text"/>	
Supplier	Goods/Services Purchased			
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>			
Provide details of circumstances leading to use of purchase card for a personal purpose.				
<div style="border: 1px solid black; height: 150px;"></div>				
Select Type of Purchase				

Section 4 – Acknowledgement*(Cardholder to complete)*

In accordance with Treasurer’s Instructions TI 321(2) “A credit card is not to be used for a personal purpose. A ‘personal purpose’ is a purpose that is not directly related to performing functions for the agency.”

I have read and understood the above TI 321(2) instruction and agree to abide by it.

Tips to avoid inadvertent personal purchase:

- Keep purchase card separate from all personal cards.
- Do not leave card in wallet to touch the sensor pad for a payWave transaction.
- Use a bright coloured sticker on purchase card for easy identification.
- Use a card guard as an identifier and a signal block.
- Do not link a purchase card to a personal PayPal, iTunes or other online account.

Section 5 – Reimbursement of Personal Transaction*(Cardholder or Approver/Principal to complete)*

Invoice/Debtor Invoice Request for reimbursement must be attached - Date on Form

Receipt/Recoups to be Paid to Department form must be attached - Date on Form

Section 6 – Signatures*(Cardholder and Approver/Principal to complete)***Cardholder’s Signature****Date**

Approver/Principal’s Signature**Date**

Section 7 – Disciplinary Action*(Approver/Principal to complete)*

Disciplinary action taken by Approver/Principal (eg - warning, card suspension, referred to Standards and Integrity). See [Guide to the Management of Staff Misconduct Complaints](#), [Staff Conduct and Discipline Policy](#)

Section 8 – Cardholder’s Disagreement*(Cardholder to complete only if in disagreement)*

Provide reasons and attach evidence if you disagree with the Approver’s/Principal’s opinion that a personal transaction has been made.

If you disagree email copies of this form and attachments to:

- the Director General - Sharyn.ONeill@education.wa.edu.au; and
- (if you are a school) - financialservices.pcard@education.wa.edu.au; or
- (if you are a non-school [Office]) - Doecreditcard@education.wa.edu.au

*Schools Resourcing and Support/
Corporate Business Services Use Only*

Processed by:

Date: