



APPLYING FOR A CORPORATE CREDIT CARD

Cardholder Initial Application

1. Discuss your requirement for a corporate credit card with:
 - For an Employee: your manager/director
 - For a Conference Member: your Conference President.
 - For a Conference President: your Regional Council President or VP of Conferences.
2. Read the relevant policies:
 - FIN_POL_002 Delegations of Financial Authority ; and
 - FIN_POL_007 Credit Card Policy.
3. Consider what monthly and transactional limits you require. The limits suggested below are those suggested by Finance, in line with the delegation policy:

Role per Financial Delegation Policy	Financial Delegation	Monthly Limit	Transaction Limit
Territory Council Members, Regional Council Presidents	\$10,000 +	\$5,000	\$2,000
Conference President, Treasurer	\$6,000	\$3,000	\$1,500
Conference Vice President, Secretary	\$2,500	\$2,500	\$1,500
Director SCHADS level 7+ (Manager, Snr Coordinator, Coordinator) Retail level 7+ (Retail Operations Manager, Retail Area Manager)	\$5,000 +	\$5,000	\$2,000
Assistant Retail Area Manager, Retail Store Manager, Maintenance Manager, Executive Coordinator	\$3,000	\$3,000	\$1,000
Team Leader (SCHADS level 6), Conference Regional Support Officers	\$2,000	\$2,000	\$1,000
Other Employee/Member - no specified financial delegation	\$250	\$1,000	\$250

4. **Cardholder submits form:** Complete the **[Request for SVDP Canberra/Goulburn Credit Card Form](#)** (next page) and submit to **finance.cg@vinnies.org.au**

After Form Submission

Once received, Finance will review and submit to the relevant person/s to approve your application. Once approved, Finance will lodge the request with the bank and you (the cardholder) will receive a link and a code via email from CBA to complete an **online identity verification**. This is required for the bank to issue the card.

Once Card Issued

A **Cardholder acknowledgement** form must be signed by you (the cardholder), confirming you have read and understand your responsibilities (under SVDP CG policies, and per the bank's conditions of use).

Any questions contact Finance on **02 6234 7494** or **finance.cg@vinnies.org.au**



REQUEST FOR SVDP CANBERRA/GOULBURN CREDIT CARD

Privacy Statement

The St Vincent de Paul Society Canberra/Goulburn collects the information you provide on this form for the primary purpose of facilitating our Financial Management, namely lodging a credit card request with our banking provider. We may also use the personal information you provide to contact you and to respond to your enquiries. For more information on our privacy policy please visit: vinnies.link/privacypolicy

Card Holder Section

Name		Title	
Conference/Business Unit		Position	
Phone #		Email	

I wish to be issued with a corporate card for exclusive use in my duties as a member/employee of SVDP Canberra/Goulburn. I confirm that I have read and understood the Financial Delegation Policy and credit card policy and will abide by these policies.

Signed		Date	
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Justification for issuing credit card

- ☐ Replacing existing cardholder _____
- ☐ Other: _____

Credit Limits

Monthly Limit	\$	If above normal limits, provide justification:
Transaction Limit	\$	
Cash Advance Facility? (Default is NO)	Yes ☐ No ☐	If yes, justification is required:

Finance Section *(Finance to complete)*

Police check confirmed	Yes ☐	Cardholder section reviewed	Yes ☐
Current Employee or Conference Member	Yes ☐		

First Approval: Manager, Director or Appropriate Conference Approver

I have reviewed the above information, and recommend the issuing of a corporate credit card to the cardholder with the credit limits listed.

Signed		Date	
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Second Approval - Complete A or B

Section A: CFO Approval – Limits within Financial Delegation Policy

I have reviewed and approve the issuing of a corporate credit card in line with the limits and conditions listed above.

Signed		Date	
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Section B: CEO – Limits above Financial Delegation Policy and/or Cash Advance Requested

I have reviewed and note that the limits requested are outside the Financial Delegation Policy. I am satisfied with the justification provided and approve the issuing of a corporate credit card in line with the limits and conditions listed above.

Signed		Date	
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