



Authority to Recover Credit Card Non-Business Money Owed

INSTRUCTIONS:

This form is used to authorise Payroll to recover money owed when a personal expense is paid on a UniSA Visa Card, or repayment of surplus cash withdrawal. This declaration must be completed in accordance with [UniSA Credit Card Policy](#).

1. This declaration must be completed and uploaded to the relating expense in Promaster.
2. When a personal expense is paid on a UniSA Visa Card, the Part Private icon must be used, **not Manually Coded**.
Quick Reference Guide: [Acquitting a Non-Business Expense](#)
3. When reimbursing outstanding cash from a Cash Advance, Non-Business expense type must be used, **not Manually Coded**.
Quick Reference Guide: [Reimbursing Remaining Balance from a Cash Advance](#)

CARDHOLDER'S DECLARATION

Staff ID:	<input type="text"/>
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In accordance with UniSA Credit Card Policy,

I, _____
(cardholder's name)

of _____
(Unit/Institute)

authorise Payroll to deduct \$ _____ from my next salary payment in order to repay monies owed to the University of South Australia.

Reason for money owed: Refer to the relevant ProMaster Quick Guide for instructions

Unintentional Private Expense on Credit Card
Quick Reference Guide: [Acquitting a Non-Business Expense](#)

Repayment of surplus ATM Credit Card Cash Withdrawal after travelling overseas
Quick Reference Guide: [Reimbursing Remaining Balance from a Cash Advance](#)

Other: _____

I understand that this information will be treated confidentially