



CREDIT CARD TRANSACTION DECLARATION

I hereby certify that I have incurred the following University related expenditure for which I have not been able to obtain original tax invoices/receipts, in accordance with the UNSW Credit Card Policy and Procedure:

Purchase Date	Name of Supplier	Description of Item	Price \$ (excl GST)	GST \$	Price \$ (incl GST)
Nature & Purpose of Transaction		Reason For No Supporting Documentation			
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Nature & Purpose of Transaction		Reason For No Supporting Documentation			
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Nature & Purpose of Transaction		Reason For No Supporting Documentation			
Nature & Purpose of Transaction		Reason For No Supporting Documentation			
Nature & Purpose of Transaction		Reason For No Supporting Documentation			

Credit Card Number: _____ Date: _____

Cardholder Name: _____ Cardholder Signature: _____

Manager/Supervisor Name: _____ Manager/Supervisor Signature: _____