

PURCHASING CARD AUTHORITY

Baplink is able to supply a Westpac Purchasing Card to eligible Baplink clients under the following guidelines:

- This is a purchasing card and the closing statement balance must be paid in full each month
- A statement for the purchasing card will be issued in the last three days of each month
- The closing statement balance will be paid automatically from your nominated account between the 7th and 10th of the month
- Please ensure your account to debit each month has enough funds to cover the closing statement balance

CARD DETAILS

Account name	<input type="text"/>	
Name of card applicant	<input type="text"/>	
New Card Limit	\$ <input type="text"/>	
OR		
Amend existing card from	\$ <input type="text"/>	to \$ <input type="text"/>

ACCOUNT TO DEBIT EACH MONTH

Baplink account name	<input type="text"/>	
Baplink client number	<input type="text"/>	Baplink sub account number (eg S1) <input type="text"/>
Applicant's Signature	<input type="text"/>	

MINUTES ATTACHED

Minutes – Attached to this application are minutes from the Church Council / Deacons / Elders / Board of Administration or Management Committee that clearly mention that the person named above should be issued with a Westpac Purchasing Card. These minutes are on letterhead and signed by two people who were present at the meeting. The signing of the minutes acknowledges that the minutes are a true and correct copy of the minutes.

AUTHORISED BY TWO SIGNATORIES FROM THE OPERATING ACCOUNT

Full name (please print)	<input type="text"/>	Full name (please print)	<input type="text"/>
First signatory	<input type="text"/>	Second signatory	<input type="text"/>
Date	<input type="text"/>	Date	<input type="text"/>

TO BE COMPLETED BY BAPLINK

Total value of all existing benefit cards \$	Application checked by
Total value of all existing operating account cards \$	Application authorised by
Total value of Ultracs contingent liabilities \$	Ultracs contingent liabilities matched by
Application prepared by	Application emailed by
Date prepared	Application scanned by



A ministry of Queensland Baptists
P 1800 650 062 PO Box 6166, Mitchelton QLD 4053
E baplink@baplink.org.au
www.baplink.org.au ABN 59 241 212 544