

DATED: 28 July 2010

BETWEEN THE SECRETARY FOR
INTERNAL AFFAIRS

And

AGREEMENT REGARDING USE OF
CORPORATE CREDIT CARD

Proactively released by the
Department of Internal Affairs

DEPARTMENT OF INTERNAL
AFFAIRS, WELLINGTON

AN AGREEMENT made BETWEEN THE SECRETARY FOR INTERNAL AFFAIRS, (hereinafter referred to as "the Secretary") of the one part AND hereinafter referred to as "Cardholder") of the other part

WHEREAS

1. Bank of New Zealand (hereinafter referred to as "the Company") has agreed with the Department of Internal Affairs (hereinafter referred to as "the Department") to issue corporate credit cards to authorised employees of the Department upon certain conditions as to the use of such cards, and
2. The Department has authorised the cardholder to use a corporate credit card (hereinafter referred to as "the card") issued by the Company and the cardholder has agreed to use the card upon the conditions stated in this agreement.

NOW THEREFORE IT IS AGREED as follows:

1. EXCEPT as may be otherwise provided the cardholder shall use the card for the sole purpose of the payment of official expenses.
2. THE cardholder shall sign the card immediately upon receipt.
3. THE card shall not be used:
 - (i) before being signed by the cardholder;
 - (ii) before or after the period for which it is stated to be valid;
 - (iii) after notification of the cancellation of the card.
4. THE cardholder shall not use the card if the outstanding balance of his or her account with the Company will thereby exceed the credit limit imposed by the Company applicable to the cardholder's account.
5. THE cardholder shall be personally liable for all debts incurred through unauthorised use of the card by him or her.

6. THE cardholder in using the card shall comply with the Department's approval or authorisation system and all relevant Departmental Instructions.
7. THE cardholder shall not use the card for the purpose of ensuring that payment of a personal cheque is guaranteed by the issuing Company, or for any personal expenses, or to obtain any cash advances for personal expenses. Provided that in an emergency the cardholder may use the card for the aforesaid personal purposes whilst on official business in which case the cardholder shall reimburse the Department's accountant for the amount so spent or borrowed in accordance with clause nine hereof.
8. IF the card is lost or stolen the cardholder shall immediately notify the Company and the Department either personally or by telephone with written confirmation. If the cardholder does not notify the Company of such loss or theft he or she shall be personally liable for all debts incurred as a result of the unauthorised use of that card.
9. THE cardholder shall be responsible for examining all individual statements sent by the Company in respect of his or her account and
- (a) if the statement is an accurate record of all transactions the cardholder shall certify the statement as correct for payment and shall forward the statement together with:
- (i) a covering expense claim form, including all relevant receipts and documentation; and
 - (ii) reimbursement for any use of the card for personal emergency transactions under clause 7 hereof

to the relevant accounting unit within fourteen days of the following month, or

- (b) if the cardholder denies any transaction as being a valid charge to his or her statement he or she shall inform the Company and

the Department's relevant accounting unit in writing thereof within five days of the date of that statement.

10. THE cardholder may at any time terminate his or her right to use the card by cutting it in two and returning it to either the Company or the Department's relevant accounting unit. If the card holder returns the card to the Company he or she will notify the relevant accounting unit immediately. If the cardholder returns the card to the relevant accounting unit he or she shall be issued with a receipt.
11. THE card is issued to the cardholder jointly by the Secretary and the Company. The cardholder shall immediately return the card to the Department or to the Company upon request by the Department or the Company, without the need for any reason for such request whatsoever.
12. THE cardholder shall comply with all New Zealand exchange control regulations and such directions as may be issued thereunder by the Reserve Bank of New Zealand.
13. THE cardholder shall comply with all conditions of use of the card imposed by the Company and/or the Department.
14. THE cardholder shall ensure the card is held securely at all times and is only carried upon his or her person when on official business.

SIGNED AT WELLINGTON the _____ day of _____ 2010

SIGNED by **Janice Calvert** (General Manager)
Executive Government Support)
on behalf of THE SECRETARY FOR)
INTERNAL AFFAIRS)

SIGNED by _____

BNZ VISA CARDHOLDER

Name on card:

Card number:

Expiry Date: 08/12

Limit:

Date of Issue: 28 July 2010

Signature: _____

Note: If this card is lost or stolen, please contact Ministerial Services Annie Randal Phone: +64 4 817 8952, Cellphone +64 XXXXXX, email ann.randal@parliament.govt.nz

BNZ Contact: From overseas: call collect +64 4 473 5901, in NZ: 0800 800 667

This credit card has been issued for use while
undertaking Ministerial overseas travel.

Any use outside this purpose must first be discussed with
the Ministerial Services Administration and Finance
team

BNZ VISA CARDHOLDER

Name on card:

Card number:

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