



# Virtual Purchasing Card – Adding a Card Account

## Facility Details

Company/Business Name

Facility Number

Name of Sublevel within Facility (Please ensure the name is an exact match to that is listed on the facility)

**Note:** If an existing sublevel does not exist please complete the Sublevel Hierarchy Form.

## Card Account Details

The confirmed details of the Card Account will be sent to the nominated mailing address held for the Facility or, if not held, to the nominated mailing address for the relevant sublevel.

## Credit Limit

Nominate a credit limit for the Virtual Card Account. Minimum Credit Limit should be \$1000.

\$

(Multiples of \$100)

## Transaction Limit and Merchant Restrictions (to be completed by the Organisation)

Please select from the below list the restrictions that will apply to the card account. Should you wish for a different set of restrictions/limits to apply please contact your Westpac Representative or complete the Transaction Limit and Merchant Restrictions Annexure.

- ☐ No limits across all merchant categories, Cash Advance transactions are blocked
- ☐ \$10,000 transaction limit across all merchant categories, Cash Advance transactions are blocked
- ☐ \$5,000 transaction limit across all merchant categories, Cash Advance transactions are blocked
- ☐ \$2,000 transaction limit across all merchant categories, Cash Advance transactions are blocked
- ☐ \$1,000 transaction limit across all merchant categories, Cash Advance transactions are blocked
- ☐ None of the above. A different restriction is to be applied.

*(The Merchant Categories as outlined by Mastercard and Visa are: Airlines, Auto Expenses, Auto Rental, Business Expenses, Communications, Education Services, Financial Services, Food & Beverage, Lodging, Medical, Personal Expenses, Professional Services, Retail, Transport).*

## Authorisation

By signing below, the Principal (or Applicant Principal as relevant)/Authorised Signatory

- Requests the issue of a new Card Account or the revision of an existing Card Account under the nominated Facility as detailed above; to be used by any Authorised Signatory to the Card Account on the terms set out in the Virtual Purchasing Card Facility Terms and Conditions ('Facility Conditions') and Card Conditions of Use.
- Agrees to notify all relevant Authorised Signatories and Authorised Users of the detail of the new or revised Card Account.

### Principal's Use.

Signed for and behalf of Company/Business Name

### By Authorised Signatory/ies, Director/Secretary (print name).

1.	<input type="text"/>	2.	<input type="text"/>
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Signature

Date

Signature

Date

### Bank Use only.

Branch/Department to verify Principal's Signature(s) and forward request to Card Centre.  
Request signed in terms of authority held.

Westpac Representative Name

BSB

Contact phone no.

Westpac Representative Signature

Salary number