

## Visa Application Instructions

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### **Step 1 : Complete the VISA Corporate Card Cardholder Request form**

The applicant must complete all blank “***Cardholder Details***”.

The “***Credit Limit***” must be filled in, this amount is nominated by your Approving Officer (usually your Line Manager).

The “***User Id***” is left blank.

The “***Admin Centre***” is your **Department/School/Faculty**.

The “***Transaction Limit***” is nominated by your Approving Officer and must not exceed their financial delegation.

The “***GL Assignment***” is your **cost centre code** eg 322-10-100.

The applicant must sign the “***Cardholder Consent***” in both Cardholder Signature (1 of 2) and Cardholder Signature (2 of 2) as indicated by the two arrow symbols ▶ .

The applicant’s **Approving Officer** must sign the “***Line Manager Consent***”

### **Step 2 : Submit the VISA Corporate Card Cardholder Request**

When the **VISA Corporate Card Cardholder Request** is completed forward it to the Credit Card Liaison Officer, along with a certified copy of your **100 points** of Identification and the completed **Agreement and Acknowledgement by VISA Cardholder**.

If your application is successful, the Responsible Officer will sign the application as the **Customer Authority “Authorised Signature”**.

The Credit Card Liaison Officer will then sign the “***Verifying Officer’s Signature***” and forward to the financial institution for processing.

### **Step 3 : Collection of Visa Purchasing Card**

When the VISA credit card arrives the Credit Card Liaison Officer will contact you and arrange either;

- where to send the VISA credit card, or
- a time for you to collect the VISA credit card.