

# Repayment of private spend via BPAY

## Introduction

If you have used your corporate credit card to pay for a personal transaction in error, you must repay the University immediately in full via BPAY by following the procedure below.

You may also receive a request from your Acquittal Approver and/or the Expense Management Team to code a transaction to private and repay the expense if deemed to be in breach of University policy.

## Procedure

1. **Make a payment by BPAY** - access your personal online banking to make a BPAY payment using the details below. Payment must be made in full, partial payments are not permitted (it is the responsibility of the cardholder to ensure personal daily payment limits allow full repayment of the expense).



**Billers Code:** 1818 (Commonwealth Bank of Australia Card Services)

**Reference:** your 16 digit corporate credit card number

2. **Acquittal of original transaction & BPAY payment in the Expense Management System** - the original transaction and subsequent payment will both appear on your corporate card account in the Expense Management System (Freedom).

You will need to acquit the original transaction to private using the 'Private' spend wizard. This will result in the transaction coding being:

- Account code: 5158
- Department & Project: your account default

The payment you have made via BPAY will auto-code as above. This means that when the two transactions are approved they will nett each other off.

You will be required to provide an explanation when acquitting the original transaction to Private.

## Need help?

If you need any assistance, contact Finance & Procurement Services on +61 8 8313 3330 or [corporate.cards@adelaide.edu.au](mailto:corporate.cards@adelaide.edu.au)