

## SECTION A: BUNNINGS ACCOUNT SETUP FORM

RETURN COMPLETED FORM TO: [CRRISK@BUNNINGS.COM.AU](mailto:CRRISK@BUNNINGS.COM.AU)

CLIENT DETAILS				
DEPT CONTACT DETAILS	NAME	SURNAME	TELEPHONE	
	EMAIL		FAX	
DEPT DETAILS	FACULTY			
	DEPARTMENT CODE	DEPARTMENT		
	ADDRESS		POSTCODE	STATE
<b>BUNNINGS OFFICE USE ONLY</b> <b>Note to University Staff:</b> <ul style="list-style-type: none"> <li>Account Name and Number will be supplied by Bunnings and must be referenced in the future when applying for, or managing the Bunnings ID Cards issued against this account.</li> <li>All University of Melbourne Bunnings Accounts are 30 day payment term accounts</li> </ul>				
BUSINESS TYPE	GOVERNMENT/SCHOOL	ACCOUNT TYPE	30 DAY ACCOUNT	
ACCOUNT NAME	UNIMELB – (DEPT NAME)	ACCOUNT NUMBER		
<b>ACCOUNT DETAILS</b> <b>MONTHLY ACCOUNT LIMIT</b> <b>Important:</b> <ul style="list-style-type: none"> <li>Account limit is for the TOTAL MONTHLY ALLOWANCE for each account, not each Bunnings ID Card issued against the account.</li> <li>If the monthly account limit is reached or exceeded, the account holder nominated above will be contacted by Bunnings for further instructions to suspend further purchases or increase the limit</li> </ul>				
<input type="checkbox"/>	\$1,000	<input type="checkbox"/>	\$2,500	
<input type="checkbox"/>	\$5,000	<input type="checkbox"/>	\$10,000	
<input type="checkbox"/>	\$25,000			
<b>STORES</b> <b>Note:</b> <ul style="list-style-type: none"> <li>If you require or are likely to purchase goods from Bunnings stores outside Victoria (including Albury), please specify which state</li> </ul>				
<input type="checkbox"/>	NSW	<input type="checkbox"/>	QLD	
<input type="checkbox"/>	SA	<input type="checkbox"/>	NT	
<input type="checkbox"/>	ACT	<input type="checkbox"/>	WA	
<input type="checkbox"/>	TAS			

## SECTION B: CUSTOMER ID CARD APPLICATION FORM

### CLIENT ID CARD DETAILS

To purchase goods at Bunnings stores on the above account:

- Staff are required to complete the following section to request a Bunnings ID Card
- Bunnings ID Cards will be issued against the Account setup in Section A of this form
- ID Cards can be requested at any time once the account is created
- When purchasing goods, staff must present their Bunnings ID Card and reference their department code to receive any discounts which may apply and to be able to purchase the goods.

DEPT CODE		DEPARTMENT		
#	TITLE	GIVEN NAME/S	FAMILY NAME	SPECIFY ACTION REQUIRED (CIRCLE APPROPRIATE)
1				NEW / LOST / STOLEN / MISPRINT / DAMAGED / NOT REQD
2				NEW / LOST / STOLEN / MISPRINT / DAMAGED / NOT REQD
3				NEW / LOST / STOLEN / MISPRINT / DAMAGED / NOT REQD
4				NEW / LOST / STOLEN / MISPRINT / DAMAGED / NOT REQD
5				NEW / LOST / STOLEN / MISPRINT / DAMAGED / NOT REQD
6				NEW / LOST / STOLEN / MISPRINT / DAMAGED / NOT REQD

### SECURITY OPTIONS

- ACCOUNT ID CARD AND DEPT CODE  
**NOTE: All pick up purchases require the presentation of your ID Card and reference to your UoM Dept Code (at point of sale, staff are to reference their Dept Code, when cashier requests a Purchase Order Number).**

### ACCOUNT AND ID CARD APPROVAL

#### IMPORTANT NOTE:

Refer to the [Bunnings ID Card Terms and Conditions](#) for details of appropriate use & management of ID Card

APPROVED BY: (Must have Appropriate Financial Delegation)	NAME	SIGNATURE
DEPARTMENT	POSITION	DATE

### BILLING DETAILS

#### Note:

- Purchasers will be supplied an invoice by the Bunnings cashier for proof-of-purchase purposes only
- All Bunnings invoices will be forwarded directly to Accounts Payable and then forwarded to departments for approval via Themis.

<b>BILLING ADDRESS</b>	Accounts Payable, Grattan Street, Parkville, VIC. 3010
<b>BILLING EMAIL</b>	finance-accpay@unimelb.edu.au