

## DIVIPAY POLICY & GUIDELINES

### Policy

You have been granted the permission to use an Alloggio owned debit Mastercard through the Divipay app. With this permission comes responsibility. It is your responsibility to ensure that

- 1) All purchases made using your Divipay debit Mastercard are work related purchases.
- 2) For all purchases above \$150 you receive prior approval by sending an email to your direct manager and waiting for a return email with approval prior to making any purchases above \$150. Managers will receive a report from the Accounts Payable department at the end of each month and will be required to sign off on all purchases made by every employee that reports directly to them. If approval is not sought for purchases above \$150, your Divipay card may be cancelled
- 3) If you believe that the card security has been compromised, you contact [ap@alloggio.com.au](mailto:ap@alloggio.com.au) so your card can be cancelled. If you do not notify Alloggio as soon as you believe your card has been compromised, you could be liable for any fraudulent purchases.

### Guidelines/How to Use

When using Divipay you are required to

- 1) Seek prior approval for any purchase above \$150. You are required to send an email to your direct manager and wait for a return email with approval prior to making any purchases above \$150.

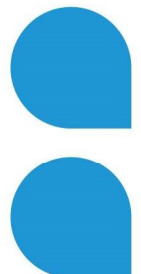
In this email please provide the below information

- Amount of purchase
- A full description of what you are wanting to purchase
- The address of the property if the purchase is to be reimbursed by the owner. If the purchase is not for an owners property, the reason for making the purchase.

Managers will receive a report from the Accounts Payable department at the end of each month and will be required to sign off on all purchases made by every employee that reports directly to them.

- 2) At the time of purchase
  - Select the appropriate category for the purchase.
    - **If it is a purchase for an owner where the owner is charged the full amount of the purchase eg purchase \$100, owner charged \$100 use category OWNER EXPENSE.**
    - **If it is a bulk purchase of items which will be charged to owners at a later date use category BULK OWNER PURCHASES.**
    - **If it is a purchase for an owner property where the owner is NOT charged, use category LANDLORD PROPERTY EXPENSES**

if you are unsure of what category to use, confirm with your direct manager or [ap@alloggio.com.au](mailto:ap@alloggio.com.au)



- 3) Upload the receipt/tax invoice to Divipay (if a receipt/tax invoices I not uploaded to Divipay, you maybe liable to repay the total amount of the purchase to Alloggio)
- 4) In the notes section in Divipay, put a brief description of the purchase or why the purchase was made. ***If the purchase is for an OWNERS PROPERTY, place the ADDRESS of the property in the notes.***

### **YOU MUST PUT THE PROPERTY ADDRESS IN THE NOTES IF THE OWNER IS TO BE CHARGED**

Steps 2-4 are required to be carried out at time of purchase. If these steps are not done at time of purchase, the use of the Divipay card maybe cancelled.

If you have any questions, please do not hesitate to contact the Accounts Payable Department at [ap@alloggio.com.au](mailto:ap@alloggio.com.au)

You will receive a notification from Employment Hero requiring you to acknowledge this document. By acknowledging this document you agree to the above policy terms and guidelines of use. If you do not acknowledge this document by 30<sup>th</sup> June 2022 your Divipay card maybe cancelled.

