

Student Clubs and Organizations Procurement Card Guidelines:

P-Card Purchase Rules:

- Ensure Purchases Follow the Listed Guidelines Prior to Checkout:
 - You must be a part of a University of Northern Colorado RSO (Registered Student Organizations), and be one of your clubs' financial authorities to check out a P-Card.
 - P-Cards are to be used to make same day purchases and are to be returned within **The Same Day of Checkout** (unless **prior** arrangements have been made with the Student Business Office).
 - **Alcohol is Not** allowed to be purchased under any circumstances.
 - When dining at restaurants, there is a **tip limit of 20%**.
 - Itemized receipts must be turned in at the time of return of the P-Card
 - Online order confirmations must be forwarded to card.office@unco.edu immediately after they are received.
 - No personal purchases are allowed under any circumstances.

If you need to check out the P-Card for longer than the duration of one business day, the Student Business Office can organize a solution with you. If reservations are required, please request **1 week in advance**.

By signing the "UNC Clubs and Organizations Fund Request Form", you are agreeing to the purchasing rules of the University of Northern Colorado and the penalties that may follow if the rules broken.

UNC Clubs and Organizations Fund Request Form

Today's Date

Are you using Office of Student Orgs. Funds? **Yes** **No**

Club Name

Club Approval

Name

Phone #

E-mail

Name

Phone #

E-mail



Business Office use:

P-Card used (last 4-digits)

Receipt received?

Activity Code for Senate Funding

Where are you making your purchases?

Remember to turn your receipts in to the Student Clubs Business Office

Event Description	(GIFT CARD PURCHASE NOT ALLOWED)	Estimated Cost
Total		

I agree to use the UNC Visa card in compliance with all UNC policies and I agree to only make appropriate UNC-related business purchases. I agree to provide supporting receipts from the merchant for each transaction. I agree that I will not make personal purchases on the card and if I do I hereby agree to personally pay either UNC or the merchant for such charges.

I certify by my signature that I have read, understand and agree to abide by the terms and conditions of the UNC Visa Card Guidelines.

Signature

Print Name

Date