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Department Card Name:	Last 4 digits of Card Number:	Cardholder Name:

By signing below you agree to the University PCard policies and procedures, travel and expense policies and procedures, purchasing guidelines, and the department's specific guidelines for use of this card. You are also agreeing that you are aware of the following terms for card use:

- 1) You must sign out the card each time it is used. You may not keep the card information on file or on hand for future use.
- 2) You will not use the card for personal expenses of any kind.
- 3) You will not purchase any of the following prohibited items: 1. On Campus charges; 2. Computers, netbooks, tablets, notebooks, peripherals, etc. unless preapproval is received from Information Services or the order was placed on a purchase order (PO); 3. Prescription drugs or controlled substances; 4. Firearms; 5. Goods that total \$5000 or more unless a PO has been issued or the item is on contract; 6. Travel cancellation insurance or trip protection fee; 7. Donations or sponsorships (except in lieu of flowers for memorial services) without written approval from the President's Office; 8. Expenses of family members; 9. Payment of traffic fines, violations, or court costs; 10. Any other item the University deems as inappropriate
- 4) If you make inappropriate purchases, you must reimburse the University. Failure to reimburse the University may result in the expense being deducted from future reimbursements, or wages. Disciplinary action may also ensue, up to and including, termination.

5) Failure to follow these terms may result in the loss of card privileges.

To Be Completed Upon Check Out of the Card				To Be Completed Upon Return of Card and Supporting Documentation				
Signed Out to: (Print)	Signed Out to: (Signature)	Date	Extension	Merchant Name	Index (if known)	Business Purpose for purchase	Date	Receij Amou
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