



ASUW Student Government

Dept. 3625 | Wyoming Union 020

1000 E. University Ave., Laramie, WY 82071-2000

(307) 766-5204

**ASUW Credit Card Sign-Out Form**

**Please note: Procurement cards are available on a first come, first serve basis and will only be checked out with a valid WyoOne Card.**

**\*\*ASUW needs this form TWO BUSINESS DAYS (by 3:00 p.m.) before you need to pick up the card\*\***

**Read this ENTIRE document BEFORE filling it in. The blue section will be filled in by the ASUW Office**

**TO BE FILLED OUT IN THE ASUW OFFICE:**

Assigned procurement card value $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Binder number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Card number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This card receipts will be returned to the ASUW Office on (Date) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Time) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Name of the designated user** |  | **Date** |  | **Time** |  | **W#** |
|  |  |  / / |  |  AM PM |  |  |
| Printed Name  |  | Date Out |  | Time Out |  |  |
|  |  |  / / |  |  AM PM |  |  |
| Signature |  | Date In  |  | Time In  |  |  |
|  |  | With Receipt? |  | Yes \_\_\_\_\_\_\_No \_\_\_\_\_\_\_\_ |  |  |

As a designated user of this procurement card, I agree to accept the responsibility for the security and proper use of the card until it is returned to the ASUW Office. I understand that I will be held accountable for improper use of the card, or if itemized receipts are not returned with the card.

**CARDHOLDER NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Cardholder Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cardholder Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SO Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Event Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date card needed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date planning to return the card (five day limit): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Estimated Budget for this event (estimate cost for food, decorations, etc.):**

|  |  |  |
| --- | --- | --- |
| **VENDOR NAME****(i.e.: Walmart, Kmart)** | **DESCRIPTION OF PURCHASE****(i.e.: food, decorations)** | **ESTIMATED AMOUNT** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

The Pcard binder will contain: UW Procurement card, tax exempt form, and this letter of explaining procurement card. Upon its return it will have the receipts and Receipt Worksheet added to it.

**Purchases:**

* All purchases made with the UW Pcard are tax exempt. Refer to the included tax exempt certificate and notify your vendor BEFORE they ring up your supplies
* ITEMIZED receipts are REQUIRED to be turned into the ASUW office for EVERY purchase
* If a vendor denies you use of the Pcard, you may have to use your own funds to make the purchase (and get reimbursed a month later)
* Tips cannot be more than 18%, and need to be noted on the receipts
* **ITEMS NOT ALLOWED ON THE CARD:**
	+ **The purchase of gift cards**
	+ **The purchase of prizes. Prizes can only be purchased through the UW Store and do not go on a credit card**
	+ **Gas in personal vehicles**
	+ **The Union is a Pepsi vendor, do not by Coke products (including water)**
	+ **Purchases of alcohol, tobacco**
	+ **Personal items (including ‘snacks’ i.e.: a bottle of water or pack of gum)**
	+ **Purchases at Sam’s Club (or other locations that require a membership to get the tax exempt status)**
	+ **Speaker travel arrangements, work with the ASUW Business Office instead**
	+ **Contracts for performers, they need to be done with the Office of Student Organizations and Entertainment (766-6340) instead**
	+ **SO travel expenses:**
		- **Some SO travel expenses ARE allowed on Pcards (including registration, gas for Fleet vehicles, car rental, and meals)**
		- **The SO travel expenses that ARE NOT allowed are flights, and hotel expenses. Flights and hotels reservations need to be done in the ASUW office.**
	+ **Online orders are not allowed on this card. For online purchases, please make an appointment with the ASUW Business Office, and load your online ‘cart’. We’ll then log you onto an ASUW computer and help you make those purchases**
* **Misuse of the card may result in a student returning to the vendor to get the expense corrected or a hold on student accounts and potentially being turned into Collections and the Dean of Students Office.**

**Receipts:**

* The procurement card (or Pcard) and all ITEMIZED receipts for the procurement card (Pcard) MUST be turned in by the designated time and date
* Each itemized receipt needs to be broken down (see Receipt Worksheet). One Worksheet per receipt.

When the procurement card (Pcard) allotted value has been depleted, personal funds will need to be used. Reimbursements for personally purchased items are subjected to approval and within the allotted budget.