

Student Organizations & Entertainment P-Card Sign-Out Form

PLEASE NOTE:

* Procurement cards (P-Cards) are available on a first-come, first-serve basis.
* To checkout a P-Card you must bring a valid **WyoOne Card**.
* Student Orgs & Entertainment needs this form **3 business days (by 4:00 PM)** before card pick up date.
* **Read** this **entire form** & P-Card **rules** before filling out form.
* Sections **3 & 4** will be filled in by **Student Orgs Office Staff**

Section 1 – **Student Org Rep.**:

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 Student Organizations & Entertainment 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 W#: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

Student Org Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

Date Card needed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time of Card Pick Up: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Return Date (3-day limit): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please check this box to confirm you are listed on Cowbell as an officer of the organization

Section 2 – **Student Org Rep.**:

Estimated Budget for this Event (estimate cost for food, decorations, etc.)

|  |  |  |
| --- | --- | --- |
| Vendor Name  (i.e. Walmart, Papa Johns, etc…) | Description of Purchase(s)  (i.e. Decorations, Food, etc…) | Estimated Amount |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Section 3 – Student Org Office Staff:

|  |  |
| --- | --- |
| Assigned Procurement Card Value: |  |
| Binder Number: |  |
| Card Number: |  |

Section 4 – Student Org Office Staff:

|  |  |  |  |
| --- | --- | --- | --- |
| Des. User Name: |  | | |
| Check-out Date/Time/Staff Sign. | / / |  |  |
| Check-in Date/Time/Staff Sign. | / / |  |  |

Section 5 – Information & Reminders:

Information:

* The P-Card binder will contain UW P-Card, tax-exempt form, a copy of the sign-out form, and a brief summary of rules.
* Itemized receipts can be put in the zipped bag or tapped to the blank paper at the back.
* 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. Please **read the rules carefully**.

**Reminders:**

* P-Card users **MUST** get an **ITEMIZED RECEIPT** for **EVERY** purchase.
* The University of Wyoming is **TAX-EXEMPT**. **ANY PURCHASE** made by student organizations **MUST** be **TAX-EXEMPT** and this number can be found inside the binder.
* DO NOT **tip** over **18%**.
* If the event has **FOOD** and is **OPEN TO THE PUBLIC**, let us know that and where it was **advertised publicly**. If the event has **FOOD** and it is **NOT OPEN** to the public, provide a **LIST OF ATTENDEES** and **PURPOSE** of the meeting.
* If you are an Advisor, please get permission from the organization prior to reserving a P-Card

**Student Signature of Recognition** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_\_\_\_