# Office of Greek Life

# Student Group P-Card Check-Out Policies

The Greek Life Student Group P-Cards:

* Must be requested 24 hours in advance by filling out the Anchor Link form on the Greek Life page.
* Are issued for one time use. Please do not register them online or elsewhere and then use them without getting permission as described herein for each use.
* Must be kept in your possession at all times. DO NOT give card to anyone else, not even another member of your organization.
* Must be returned with ALL receipts (itemized) for ALL purchases made with card. All receipts must be returned with no tax.
* When used to make purchases for an event and/or meeting, must be returned with a flyer or invitation with information about the function. In addition, if the number of attendees is under 20, you must include the names of the attendees from your Anchor Link attendance report.
* Must be returned within the time frame specified in the request e-mail.
  + If not, then the student must contact the Office of Greek Life at 615-322-0248 to make other arrangements.
  + If contact is not made and return of the card arranged in a timely fashion, the card may be cancelled.
  + If card is lost or stolen, please report it immediately by calling MasterCard 24-Hour Customer Service at **800-344-5696.**

If the privileges of the PCard are abused, the benefit of using the PCard may be revoked for the student and for their organization.

* Examples include: the card is lost or stolen; the card is not returned on time; the receipts are not returned with the card; the card is used for fraud or similar abuse; or any other behavior deemed as misuse by the Dean of Students.

Any fraudulent charges on the PCard will be billed to the individual’s student account and/or student organization at the discretion of the Dean of Students. This could even include all charges incurred if a card is lost or stolen.

*Please be responsible and extremely careful while the card is in your possession.*