# DOS Central Student Group PCard Check-Out Agreement

The DoS Student Group PCards:

* Must be requested 24 hours in advance via email by your organization’s advisor.
* 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 the Dean of Students at 615-322-6400 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.**
* Students cannot use personal credit cards for purchases and then ask for reimbursement when they have not gone through the necessary process of pre-approvals with their advisor.  Students should instead obtain the necessary approvals through the advisor first and ask the advisor to email the appropriate contact for a P card check-out with relevant data provided in the email; the student should then use the P card for purchases.
* Students should make copies of all transaction receipts to keep for their own records, before submitting the original receipts to the P card trustee when the card is returned.  These copies may be needed later on for various reasons including Acfee paperwork processing, and the P card trustee will not have time to pull old receipts and make copies for students should these records be needed by the student at some point.

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.*

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_