# Purchase Card Use Agreement

**Purchasing Policy Guidelines** - Located on MyPark “Purchasing” page

* 1. The following items may NOT be purchased with your p-card
     1. Alcoholic beverages
     2. Business Cards
     3. Capital purchases
     4. Cash advances
     5. Construction, renovation or installation
     6. Telephones and related equipment
     7. Hazardous Materials
     8. Leases
     9. Personal items
     10. Printing
     11. Furniture
     12. Weapons, ammunition
     13. Memberships
     14. Staples purchases-see administrative assistant
  2. Cardholder is responsible for collecting all receipts.
  3. We are tax exempt in some states. If the cardholder does not show proof of that and you do get charged, the cardholder is responsible for the tax paid.
  4. Failure to comply with the purchasing card guidelines will result in the loss of purchasing card privileges.

As a student at Park University, I will hereby comply with the above when utilizing the University purchase card when purchasing on behalf of the Student Organization represented. I will return the card promptly and with the proper receipts in order.

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Name PCard Borrower Club/ Org Account Number

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name PCard Holder Date PCard was borrowed

Borrower will return the card by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

Meeting Minutes Received

* + Yes
  + No – Explanation: