**Penn State Berks**

**Recognized Student Organization Purchasing Card Lending Policies**

Recognized Student Organizations have the ability to borrow a purchasing card from the Assistant Director of Campus life for purchases to be charged to their clubs fundraised or SGA allocated accounts.

The following protocols must be followed when borrowing the purchasing card. Failure to adhere to these policies means that the student organization will not be allowed to borrow the purchasing card for the rest of the academic year. Serious offenses may result in the freezing of organization funds.

**Purpose, Description and Date of Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Mandatory protocols to be followed:**

1. Only purchase items listed below:

|  |  |
| --- | --- |
| **Items** | **Store** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

*\*These items must be pre-approved by the Assistant Director of Campus Life prior to purchasing*

1. Make sure that the store will accept our tax exemption. A tax exemption card is located in the wallet. Ask stores about this before making your purchases if necessary.
2. *Online shopping is not permitted*. The Assistant Director of Campus Life must complete all online shopping for your organization.
3. The purchase of all Gift Cards **must be approved PRIOR to purchase by Finance**. (several days needed)
4. Sign your own name on the credit card receipt.
5. Turn in all **itemized receipts** to the Assistant Director of Campus Life by the time indicated at the bottom of this form.

|  |
| --- |
| Name and PSU email |
| Organization Name |
| Student Signature |
| Club Officer Signature |
| Asst. Director of Campus Life Signature |
| **Card Due Back:** |

**Circle which account to charge:** **SGA Allocated Fundraised**

**If other budget (specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**