

UW-Parkside TRAVEL ONLY Purchasing Card Application

Instructions: Please complete and submit to the Agency Purchasing Card Coordinator.

Employee Cardholder's Name (as shown on payroll)	Department	Building/Room	Office Phone
Funding : 2170	Single Transaction Limit \$	Cycle Limit \$	Fax No.
<i>Fund Org/Dept ID Program Proj/Grant Default Acct</i>			

Part I - Use Agreement

The UW-Parkside Purchasing Travel Card is intended **only** for **hotel lodging charges** (no food or incidentals) within the State maximum allowable rate, **air travel, travel agency fees, State contract car rental, and fuel for rented vehicles**. All purchases with this card must comply with the State of Wisconsin travel guidelines, the Headquarters City and UW-Sponsored Events Policy and extramural funding agency restrictions. By requesting a card, you and your Department must meet certain criteria and have agreed to the following:

- Ensuring purchasing regulations are followed and purchases are appropriate on University funds
- Maintaining transaction records
- Responsibility for audit trail and maintaining organized documentation to support purchases
- Review and reconciliation of bi-weekly Elan cardholder statements.
- Responsibility for resolving issues with the vendors, bank, site manager, and program manager
- Identifying who will be responsible for reviewing and approving cardholder purchases
- Maintenance of files and cooperation with audits
- Keeping card in a secure location.

The following items ARE NOT to be purchased on the card:

- Alcoholic beverages
- Flight insurance
- Traffic citations, parking tickets and other fines
- Expenses which are not University business related
- Extra costs for additional person(s) in room
- Personal items and services, e.g., toiletries, luggage, clothes, haircuts, shoeshine
- Telephone calls
- Meals
- Lodging cost at unlicensed facilities
- Spouse or family member's travel costs
- Parking costs at the assigned workplace
- Additional vehicle rental charges incurred for personal reasons
- Vehicle repairs or towing
- Personal entertainment
- Locksmith charges on fleet, rental or personal vehicles
- Laundry, cleaning and pressing costs
- Pay for view movies in hotel/motel room
- Additional charges for late checkout or uncancelled reservations

Non-adherence, misuse, or consistent lack of documentation may result in revocation of individual cardholder privileges and appropriate disciplinary action and revocation of all division and/or departmental purchasing cards. The employee will reimburse the University for unauthorized purchases. If not reimbursed within 30 days, the amount may be deducted from the cardholder's next paycheck.

As an applicant for this Travel only Purchasing Card, I agree to accept the responsibility for the security and proper use of this card. I will forward source documents to my supervisor or his designee for review and approval. The reviewer will check for appropriateness of all transactions, funding being charged, and ensure adequate documentation is provided. This individual does not have authority to use this purchasing card. I understand these source documents must be filed in an accessible manner, and be retained for seven years.

Applicant / Cardholder Signature

Date Signed (mm/dd/ccyy)

