The following requirements must be followed when purchasing representational allowance items with a ProCard. Failure to comply with these requirements could result in the loss of the ability to use your ProCard for representational allowance purchases. Abuse of this privilege could result in the loss of your ProCard.

1. Follow representational guidelines as listed below.
2. Accounting must be updated correctly in Pathway Net, see guidelines below.
3. Completed Representational Allowance form must be turned into Financial Services within seven (7) working days of the purchase. Please note “ProCard Purchase” on representational allowance form. Contact Betty Brookes at 474-6236 or email fnbab@uaf.edu with any accounting questions or how to complete the form properly.

Representational Allowance Guidelines

8115 Account Code (8115 Restricted Fund) This entertainment code is for direct conduct of university business or interests. Neither gifts nor alcohol are allowed on this account code.

Examples
Open House
Receptions
Retreats
Staff Recruiting – Meals or Receptions
Water/Coffee

Events at Private Homes
Plasticware, Paper Plates, Cups
Regular Business Meetings
Greeting Cards or Holiday Cards

3008/4008 Account Codes For entertainment type expenses not required to be charged to representational account (8115). These are treated and documented the same as 8115 expenses however.

3008 (3018 Restricted Fund) is used for catered events
4008 (4018 Restricted Fund) is used for commodities like groceries. Small tokens of appreciation (less than $25) such as a plaque may be charged to 4008 (4018 Restricted Fund).

Examples:
Advisory Council Meetings
Conferences
Special University Events
Dept Meeting for Specific Purposes (non-recurring)
Elder programs
Faculty Convocation or Orientation
Honors Program
Merit Awards or Presentations
Resident Advisory Housing Meetings

Rural AK Honors Institute/Upward Bound
Seminars
Student Recruitment Activities
Summer Arts Program
Training Sessions – need to provide agenda & list of attendees
Workshops – need to provide agenda & list of attendees

Per University regulation, all expenses over $25 require an invoice (receipt). Per Statewide Accounting Manual, entertainment expenses cannot be reimbursed or paid from petty cash.

Restricted funds are governed by the grant or contract and may vary from state and university regulations.