CES & SNRAS-AFES ProCard-Representational Allowance Procedure

To purchase representational allowance items with a ProCard:

1. Although Representative Allowance items are considered prohibited items in the Procurement Card Handbook (see below), it is possible under certain conditions, for a cardholder to get a waiver to use their card for Representational Allowance items.

   “The ProCard shall NOT be used for the following transactions:
   Representational/Non-Representational Expenses
   • Flowers/Holiday decorations
   • Food items except for Field Camp, Hutchison Career Center and classroom usage
   • Catering
   • Expenses for entertainment of prospective employees
   • Gifts, donations, or contributions to individuals or organizations
   • Recreational activities (Bowling, Lazer Tag, etc.)"

   Contact Business Office Fiscal Tech or unit Fiscal Officer who will assist you in getting a waiver.

2. ProCard holder (with assistance of admin/bus office staff) obtains signed REPRESENTATIONAL EXPENSE ALLOWANCE FORM in advance of each event and supplies signed copy to Fiscal Tech prior to any purchases. (All expenditures for Representational Allowances or Special Events must have prior approval from the unit Dean or Director before purchases are made. If the Dean or Director is not available to sign the rep allowance form, contact the Business Office for assistance in obtaining appropriate signature.)

   Representational allowance forms need to be signed by the unit whose organization code is listed on the form: 63XXX Carol Lewis, 64XXX Fred Schlutt. Any representational allowance form that lists an org code other than the ones above needs to be signed by that unit’s signature authority.

3. ProCard holder/admin staff member supplies reconciler and Fiscal Tech receipts for rep allow purchases as soon as possible, within 5 working days. Receipts are coded to correct account code in Pathway for that specific purchase, see REPRESENTATIONAL ALLOWANCE ON PROCARD GUIDELINES.

4. Fiscal Tech will supply signed rep allowance, with Banner document number and receipt copy(s) to UAF Financial Services within 7 working days of the purchase, per number 3. REP ALLOW PROCARD GUIDELINES, above.