Student Organizations Credit Card Policy

There are a limited number of credit cards available for club use. These cards may be checked out from the Wood Center during regular work hours for staff. Only club members on the Account Signers form may check out a credit card.

The student organizations credit card may not be used to purchase alcohol, tobacco, hotels/lodging, flights, firearms, ammo or weapons. If there are any questions or concerns regarding a possible purchase, contact the Fiscal Technician or Student Organizations Coordinator before any purchase is made.

Gift cards of $25 or less may be purchased with the student organizations credit card with the permission of the fiscal technician. Written justification for the purchase is required, as well as the recipient’s contact information and social security number for taxation purposes. Any purchases of gifts must be discussed with the fiscal technician in advance.

When checking out a student organization credit card:

Bring your Polar Express card or other form of photo ID.

Be prepared to name the vendor, items to be purchased, and reason for purchase.

Speak with staff members regarding return time for the card. Generally, the card must be returned within 3 hours of check-out unless otherwise arranged with the staff member signing out the card. If the card is needed overnight or over the weekend, make arrangements with the staff member.

Read and sign the Student Organizations Credit Card Check-Out form, to show that the responsibility of card use has been acknowledged and understood.

After purchases are made, promptly return the card and all receipts or invoices. An invoice or receipt must be turned in for all purchases, no exceptions.

The individual who signs out the card is the only individual authorized to use the card.

If there are incidents of misuse, lost receipts, or cards returned late, account signers and/or club privileges may be revoked. A new account signers form may be required.