

TEMPORARY CARDHOLDER NAME:		TODAY'S DATE:	
FACULTY SPONSOR (if applicable):		ESTIMATED CARD RETURN DATE:	
FUND/ORG:		PI APPROVAL (email is acceptable):	
ITEM DESCRIPTION (lab/project supplies, field food, fuel, etc.):			

UNALLOWABLE PURCHASES

- **Representational Expenses** - gifts, donations, catering, contributions to individuals or organizations, recreational activities, or flowers/holiday decorations
- **NO AMAZON purchases!!** These can only be made through a purchase request (<https://uaf.edu/iab/administration/procurement.php>)
- **Firearms or ammunition***
- **Chemicals** (unless approved by IAB Safety Officer)
- Drug Enforcement Agency licensed substances
- **Contracts** - charters of any kind (boat, plane, bus, etc.), leases, consulting services, or any contract requiring authorized signatures
- **Foreign Vendors** (Including purchases through websites)*
- **Software** of any kind (including applications through websites)*
- **TRAVEL and related expenses** - airline, rail, bus tickets, vehicle rental, meals, lodging, etc...*
- **Fuel** for personal vehicles (allowable for university owned vehicles)
- **Payments to University Departments**
- **Personal purchases** (regardless of intent to reimburse)
- **Unauthorized grant purchases** (i.e. - office supplies)
- **Honorariums** or payments to individuals, employees, or students for any reason
- **Cash** or cash type transactions
- **Single purchases** in excess of card limit (see below) – Cannot split an order to circumvent card limit
- **Used items***

This is a condensed listing of the most common types of unallowable purchases. For a full list, please see the UA Procurement Card Manual (<https://www.alaska.edu/procurement/pro-cards.php>) or contact the IAB Business Office with questions.

IMPORTANT: Submit receipts within 1-week following the purchase date, or upon card return, whichever comes first. Scanned/photographed/emailed copies are acceptable as long as they are legible and sent to UAF-iab-custodial@alaska.edu OR hard copies may be dropped off and placed in the Executive Officer's mail slot in the Director's Office (311 Irving I).

* A waiver may be requested with advanced notice

**** OFFICE USE ONLY ****

SINGLE PURCHASE LIMIT: _____

CARD #: _____

TO BE REVIEWED AND COMPLETED BY BOTH PARTIES LISTED ABOVE BEFORE PURCHASE

Spending Limits: You are authorized to spend up to the estimated amount listed above for this purchase and purchase items that have been pre-approved. Any additional purchase limit or additional items authorized must be pre-approved by the card owner. If a UA employee has an individual UA ProCard, they should not be using a department card. **NO PERSONAL PURCHASES ARE TO BE CHARGED TO THE PROCARD FOR ANY REASON WHATSOEVER.**

ProCard Abuse: Abuse of the ProCard will result in revocation of card usage privileges and appropriate disciplinary action, which may include: garnishment of wages, withholding of grades, termination, expulsion, and criminal prosecution.

Usage: For usage guidelines, the cardholder must refer to the Cardholder Handbook.

ProCard Waiver: If a ProCard Waiver is required for this purchase, it **MUST** be approved before the card is checked out and the purchase is made. If you are unsure if a ProCard waiver is needed, please contact your UA ProCard Administrator.

Validation and Safekeeping: The ProCard is valuable property, which requires proper treatment by the cardholder to protect it from misuse by unauthorized parties.

Lost or Stolen ProCards: If the ProCard is lost or stolen, the cardholder shall contact the Bank's 24-hour fraud line.

Procurement Code of Ethics

Any person employed by the University or using a UA Custodial ProCard to purchase goods and services for the University, shall be bound by this code and shall:

1. Avoid actual or even the appearance of unethical or compromising practices in vendor relationships, actions, and communications by diligently following the lawful instructions of the University while using professional judgment and reasonable care in exercising the authority granted.
2. Notify the University of any private or professional activity that would create a conflict between personal interests and the interests of the University of Alaska.
3. Neither solicit nor accept money, loans, credits, prejudicial discounts, gifts, entertainment, favors, or services from present or potential suppliers which might influence or appear to influence purchasing decisions.
4. Promote positive supplier relationships through impartiality in all phases of the purchasing cycle.
5. Enhance the public trust by adhering to the highest standards of ethical behavior.

By signing below, you are agreeing that you have read and understand the rules of the UA Custodial cards

Card Requestor Signature

Card Owner Signature

TO BE COMPLETED BY CARD OWNER WHEN CARD IS RETURNED (REQUIRED)

Check-In Date

Check-In Time

Exact Amount of Purchase

ANY AND ALL PROCARD VIOLATIONS MUST BE REPORTED TO YOUR UA PROCARD ADMINISTRATOR AND THE APPROVING OFFICIAL FOR THE CARD