

ASG Credit Card Request Form

Purpose:

Credit cards are available to Allegheny Student Government (ASG) recognized organizations. These cards are strictly for use on purchases related to organization functioning and programming. Guidelines for use are stated below. Any misuse will result in disciplinary action to be determined by the Student Conduct System and may result in further legal action.

Name

First

Last

Email *

Phone Number *

 - -

###

###

####

Organization *

What will the card be used to purchase? *

Estimated total costs *

\$.

Dollars

Cents

First date needed *

 / / 

MM

DD

YYYY

Last date needed *

 / / 

MM

DD

YYYY

Credit Card Policy

Guidelines:

1. The use of said cards will be limited to purchases related to organization functioning and programming.

2.To avoid administrative overload, purchases must exceed \$100.00.

3.Requests must be made at least three (3) business days prior to usage. Requests will be made formally to the ASG Financial Officers via e-mail or designated online form.

4.If approved, the card will be picked-up at the ASG Office or Office of Student (OSI) Involvement during regular business hours.

5.The card must be returned to the ASG Office or Office of Student Involvement during the next business day after use by 12:00pm.

6.Receipts MUST be turned in with the card for all purchases made. Failure to do so will result in loss of card use privileges for the individual(s), as well as the individual being personally responsible to repay any debts incurred which are not itemized. The organization in representation may also lose card use privileges.

7.Any purchases made which are unauthorized or for personal use will result in loss of card use privileges, as well as the individual(s) being personally responsible to repay any debts incurred.

*

Agree