

ST. LAWRENCE UNIVERSITY

Student Activities and Leadership
Sullivan Student Center - 315.229.5757

NON-SLUSAF Student Organization Purchasing Card Request Form

Person Requesting Card: _____ Student ID #: _____

Email: _____@stlawu.edu Phone #: _____

Vendor: _____ Vendor Contact Number: _____

Vendor Web Address: _____

Description of Purchase: _____

Reason for Purchase: _____

Approximate Cost of Purchase: _____ (not to exceed \$1,000)

Organization: _____ Budget: _____
Name Code (Include all account #s X-XX-XX-XXXXX-XXXXX)

Organization: _____
Treasurer Name Date Phone number

Organization Advisor: _____
Approval Name Date Phone number

By signing as the Card User, you agree to the terms and conditions (shown on the back) associated with the use of this card.

Card User Signature: _____

Printed Name: _____ Date: _____

Submit this completed form to the Student Center Information Desk.

You will be contacted by the Student Activities and Leadership Office once your request has been reviewed.

For Student Activities and Leadership Staff Use Only

Staff Representative: _____ Date: _____

APPROVED DECLINED (circle one) Emailed to Notify: ☐

For Student Activities and Leadership Office Use Only

Card Signed Out By: _____ Date: _____

Card #: _____ Wal-Mart Tax ID Card (if yes circle one) POTSDAM MASSENA OGDENSB. Return Date: _____

---When Card is Returned---

Date of Purchase: _____ Actual Cost: _____ Actual Vendor: _____

Card Signed In by: _____ Date: _____ *Attach Original receipt(s) to form.

Student Organization Purchasing Cards Terms and Conditions

Types of Purchases that are Authorized:

Purchases of goods and services for the University that cost less than \$1,000 and comply with the University's Purchasing Policies (<http://www.stlawu.edu/policies/index.html>). Purchase may NOT be split to by-pass the \$1,000 cost limit.

If you need to make a purchase that is more than \$1,000, here are a few options:

- Ask the vendor for an invoice so that you can mail them a payment by check. Have the vendor complete a W9 form and then submit the invoice, W9 form, along with a completed check request form to the SLUSAF Treasurer's mailbox by Sundays at Noon.
- Request a purchase order from either the SLUSAF treasurer or Timberly Hewitt.

Types of Purchases that are not Authorized:

Travel costs, payments to independent contractors for consulting or honorarium, and capital equipment (equipment with an expected life of more than two years and value of \$500 or more).

Terms of Agreement for use of Purchasing Card:

The card will be stored in a safe place and the account number be kept confidential. The card will not be lent to or shared with anyone else. A lost or stolen card will be reported to HSBC immediately by calling 1-800-914-5274 **and** the Students Activities and Leadership Office at 315-229-5757.

The merchant will be informed the purchases are exempt from NYS sales tax. (The University's exempt organization number is printed on the card.) Obtain NYS Sales Tax Exemption Certificate ST119.1 at the Students Activities and Leadership Office or Business Office if required by the merchant. Please note that Wal-Mart requires a separate tax ID number than what is printed on the card. *Please ask for the Wal-Mart tax ID card for the appropriate Wal-Mart location (Potsdam, Ogdensburg, Massena) where you are making your purchase.*

The purchasing card must be used for the items described, reason provided, and for no more than the approximate cost provided on the request form and approved for by the Organization Advisor. We understand that oftentimes the vendor listed on the request form may change after approval is granted. Vendor changes are allowed as long as they are similar vendors and the items being purchased are the same.

When the purchase is completed, return the original receipt and purchasing card used to the Student Center Information Desk. All purchasing cards must be returned within two days of check-out unless approval is granted by the Student Activities and Leadership Office for a longer period.

Student organization purchasing cards may not be used to purchase items for personal use.

Card privileges for an individual or the entire student organization may be revoked if the Terms and Conditions listed above are not followed.