



SMSU Purchasing Credit Card

Student/Team Travel Use

The SMSU Purchasing Card has now been authorized for STUDENT/TEAM meals and other related student/team travel expenses. This change is only for coaches and faculty when in travel status with students to events and activities.

The credit card may be used for Student/Team meals in addition to other student/team related travel expenses (eg. lodging, fuel for ONLY rented vehicles, and registration fees). It should eliminate or limit the need for travel advances and the responsibility of carrying large sums of cash by the coaches, faculty or advisors.

NOTE: The SMSU purchasing credit card may be used ONLY for STUDENT/TEAM meals when in travel status with a students. The card can NOT be used for any other meals. Non-compliance with this policy will result in an immediate termination of an individual's purchasing card and the individual made responsible for inappropriate meals charged on the card.

All other SMSU Purchasing Credit Card policies and procedures remain in effect. Reference:

<http://www.smsu.edu/administration/businessservices/purchasing-card-policies.html>

All other terms and conditions of MnSCU System Procedure 7.3.3, Credit Cards remain in effect. Reference:

<http://www.minnstate.edu/board/procedure/703p3.html>

EMPLOYEE:

My signature below indicates that I have read the MnSCU System Procedure 7.3.3, the Purchasing Credit Card Program Procedures for Southwest Minnesota State University, and this agreement. I fully understand it and agree to be bound by it, and any subsequent amendments or addenda, for as long as I am a Purchasing Cardholder at Southwest Minnesota State University.

Reason for Travel: _____

Signature: _____ Date: _____

Print Name: _____ Employee ID#: _____

Department: _____ Office Phone #: _____

Supervisor Signature: _____ Date: _____

Purchasing Clerk: _____ Date: _____