

SUL ROSS STATE UNIVERSITY

CREDIT CARD PURCHASING SYSTEM User's Guidelines and Statement of Understanding

The following are procedures that must be followed when using the SRSU credit card purchase system:

1. The system is restricted to local (Alpine, Marfa, Fort Davis, Fort Stockton) purchases totaling less than \$500. **The credit card must NOT be used in Mexico.** The card may not be used on state-funded accounts.
2. A credit card will only be issued upon presentation of a valid, fund verified credit card requisition. Students will be eligible for use of this card only upon authorization from the appropriate department head. The department head's signature on this form indicates authorization.
3. The credit card may be used **ONLY** by the authorized person and shall not be loaned to any other person, including other university employees or students.
4. An individual who is issued a card must immediately make the purchase and return the credit card, itemized sales receipt, and credit card charge slip to the Purchasing Office. If the purchase is to be made in Alpine, these items must be returned within the hour. If the purchase is in a city other than Alpine, these items must be returned by the end of the day and in no case later than 24 hours after the time of issuance.
5. Sales tax must not be paid on any purchase made using the credit card.
6. The card must only be used for purchases authorized by the university. The card may not be used to purchase alcoholic beverages, weapons, ammunition, cash advances, controlled substances or prescription drugs, gasoline, insurance of any type, temporary personnel, travel and related expenses, or utilities.
7. Failure by an employee or student to adhere to these guidelines will render them ineligible for future use of the system. Employees or students may be held personally responsible for inappropriate use of the card.

I/We hereby certify that I/we have read and understand the credit card purchase system guidelines outlined above. I/We understand that I/we will be held personally responsible for unauthorized or improper purchases made with a Sul Ross State University credit card.

Employee (Please Print)

Date

Signature

Department Head (Please Print)

Date

Signature