

**SUL ROSS STATE UNIVERSITY  
RIO GRANDE COLLEGE**

**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 (Del Rio, Eagle Pass, Uvalde, and San Antonio) 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 Business Services. If the purchase is to be made in Del Rio, Eagle Pass, or Uvalde, these items must be returned within the hour. If the purchase is in San Antonio, special consideration will be given to the necessary time extension. The agreed-upon return time will be documented.
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 Rio Grande College credit card.

\_\_\_\_\_  
Employee (Please Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Department Head (Please Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature