



Southern Connecticut State University Office of Residence Life P-Card Authorization

This form will be completed when seeking permission for Southern Connecticut State University (SCSU) to allow you to purchase the goods and/or services listed on this form through the use of a University issued Procurement Card (P-Card). Should SCSU grant permission for you to use the P-Card, such authorization represents the University's trust in you as a student representative for the University. Use of the granted P-Card shall be on a temporary basis and shall ONLY BE USED BY YOU.

By way of your signature below, you agree that:

1. The P-Card shall be used for official University purchases only, and all of your P-Card purchases shall be consistent with the University's procurement policies and procedures;
2. The P-card shall not be used for personal purchases of any kind, nor shall the P-Card be loaned to other individuals;
3. The P-Card shall be kept secure within your possession at all times and shall be returned to the Director of Residence Life (or his/her designee) within 24 hours (or next business day) following completion of your authorized purchase transaction(s);
4. You shall be solely responsible for the P-Card while it is in your possession and immediately report any lost or stolen P-Cards to:
 - i. Office of Residence Life - (203) 392-5870
 - ii. Administrative Support Services - (203) 392-5266
 - iii. JP Morgan Chase - (800) 316-6056
5. All purchases made using the P-Card within the State of Connecticut shall not bear any sales tax (sales tax exemption number is listed on the P-Card);
6. You shall obtain proper documentation and itemized receipts for all transactions associated with the use of the P-Card, and such documentation and itemized receipts shall be returned with the P-Card to the Director of Residence Life within 24 hours (or next business day) following completion of your authorized purchase transaction(s);
7. You shall be responsible for re-payment of any charges deemed inappropriate (including the charge of sales tax) by direct reimbursement to SCSU and no further P-Card authorizations shall be allowed until such payment is settled;
8. Your right to use the P-Card may be terminated by SCSU at any time for any reason;
9. Any violation of SCSU's P-Card policies may be subject to disciplinary action including expulsion or arrest.

| Name | Email | Phone |
|-------------------|---------------------------|------------|
| Nicholas Gleifert | gleifertn1@southernct.edu | 2033926527 |

| ID | Title | Amount |
|--------|-----------------|----------|
| 429513 | B&B Deli Dinner | \$780.00 |

| Date, time | Type | Location |
|--------------------|--------------|----------|
| 8/11/2016, 5:00 pm | Funding Only | FPS |

Description

Dinner for NEW RAs, Senior RAs and professional staff.
B&B Deli - \$13pp

Approval

Hall Director: Nicholas Gleifert, 8/9/2016, 5:18 pm
Reviewer: Mark Parrott, 8/10/2016, 3:02 pm
Director: Robert DeMezzo, 8/11/2016, 12:15 pm

Pick up Signature _____ Date _____

Return and Receipt Signature _____ Date _____