**MSAC ProCard Rules and Regulations**

**Approval**
► The student/group must receive an **e-mail with preliminary approval** and an estimated allowed purchase amount from the MSAC Treasurer before they may check out the card from Student Affairs.

► **Student Affairs must also have received an e-mail from the MSAC Treasurer** before the card may be released to a student. The e-mail will include:
  - The **name of the student** who will check out the card. If a different student is chosen instead after the initial e-mail, the MSAC Treasurer must keep the Student Affairs Office updated. The Student Affairs Office will only release card to the most updated designated student.
  - The **name of the group** of which the student above is representing.
  - The **date** that the designated student will check-out the card.
  - The **estimated amount** the MSAC Treasurer has approved for the group.

**Upon Approval for Card Use**
► Student approved for card must fill out and sign **Request Form**, pick up **Tax Exempt Certificate** and card from Student Affairs Office, Gold 4.

  1. If multiple approvals for card use occur around the same time:
     a. The first student with approval from the MSAC Treasurer may use card first.
     b. The next student(s) in line may use the card number, or wait for card to be returned.

**Materials to be Returned (Required)**
► The following materials are to be returned with the card **as early as possible after use, but no later than 24 hours after checkout**:
  1. **ProCard**.
  2. **Itemized receipts WITHOUT tax** from the vendor.
     a. If a non-itemized receipt is submitted, the student will be asked to return to the vendor to obtain an itemized receipt.
     b. If taxes appear on the receipt, the student will be required to pay these taxes to the Student Life Office and submit to them a written explanation why taxes were included.
  3. **Sign-in Sheet WITH Date, Event, and Group Name at top** as applicable.
     a. Sign-in sheets are required for events with 15 people or less in attendance. If more than 15 people attended event and a sign-in sheet is available, it is not required but will still be accepted.

**Note**: Only the student that checked out the card will submit all these materials at the same time. Materials will not be accepted at different intervals or from anyone else besides the student that checked out the card.

**Weekend Use**
► The ProCard will not be checked out over a weekend, under any circumstances (Friday 5pm-Monday 8am). If a group’s event falls over a weekend, the group must arrange for advance payment with their vendor.

**Failure to Return Card**
► If a student fails to return the card and materials within 24 hours:
  1. They will first receive one phone call reminder.
  2. If still not returned by 5pm of the day they receive their phone call reminder, the student will be put on notice to the MSAC officers and MSAC advisor. At the discretion of the MSAC officers and advisor, the student and/or group may have their card use privileges suspended for a to-be-determined period of time.

► Two (2) instances of misuse or abuse of the ProCard will result in the group being reported to the Student Life Office and Procurement and the group will lose card use privileges.

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