

TEMPORARY CARDHOLDER NAME:		TODAY'S DATE:	
FACULTY SPONSOR (if applicable):		ESTIMATED CARD RETURN DATE:	
FUND/ORG:		PI APPROVAL (email is acceptable):	
ITEM DESCRIPTION (lab/project supplies, field food, fuel, etc.):			

UNALLOWABLE PURCHASES

- **Representational Expenses** - gifts, donations, catering, contributions to individuals or organizations, recreational activities, or flowers/holiday decorations
- **NO AMAZON purchases!!** These can only be made through a purchase request (<https://uaf.edu/iab/administration/procurement.php>)
- **Firearms or ammunition***
- **Chemicals** (unless approved by IAB Safety Officer)
- Drug Enforcement Agency licensed substances
- **Contracts** - charters of any kind (boat, plane, bus, etc.), leases, consulting services, or any contract requiring authorized signatures
- **Foreign Vendors** (Including purchases through websites)*
- **Software** of any kind (including applications through websites)*
- **TRAVEL and related expenses** - airline, rail, bus tickets, vehicle rental, meals, lodging, etc...
- **Fuel** for personal vehicles (allowable for university owned vehicles)
- **Payments to University Departments**
- **Personal purchases** (regardless of intent to reimburse)
- **Unauthorized grant purchases** (i.e. - office supplies)
- **Honorariums** or payments to individuals, employees, or students for any reason
- **Cash** or cash type transactions
- **Single purchases** in excess of card limit (see below) – Cannot split an order to circumvent card limit

This is a condensed listing of the most common types of unallowable purchases. For a full list, please see the UA Procurement Card Manual (<https://www.alaska.edu/procurement/pro-cards.php>) or contact the IAB Business Office with questions.

IMPORTANT: Submit receipts within 1-week following the purchase date, or upon card return, whichever comes first. Scanned/photographed/emailed copies are acceptable as long as they are legible and sent to UAF-iab-custodial@alaska.edu OR hard copies may be dropped off and placed in the Executive Officer's mail slot in the Director's Office (311 Irving I).

CARDHOLDER SIGNATURE & DATE: _____

By signing above, you (the cardholder) accept responsibility for all card activity that occurs while checked out. Deviation from the purchase types described above, without prior notification, may result in immediate revocation of current and future custodial card permissions. Questions? Contact the IAB Business Office if you are unsure about the allowability of the item being purchased.

* A wavier may be requested with advanced notice

**** OFFICE USE ONLY ****

SINGLE PURCHASE LIMIT: _____

CARD #: _____