

COE Business Service Department Card Pre-authorization Form

This form must be completed no more than five (5) days prior to each request to use the Department Card

Any purchase on the department card must follow the UW purchasing card policy
<http://www.bussvc.wisc.edu/acct/purchcd/tabpolicies.html>

Below are reminders before your request use of the department card:

- The purchase must be under \$5000; if over \$5000 then a PO will need to be processed.
- Verification that the item is not available through Shop@UW <http://www.bussvc.wisc.edu/shopuw/shopuw.html>
- Hosted meals CANNOT have alcohol purchases and must be within the hosted meal limits
- Purchases cannot be made from ineligible vendors (ex: McMaster Carr)
- If using for travel, airfare must be booked through FoxWorld or Conur, lodging has to be booked through FoxWorld, Concur, or the hotel directly (absolutely no third-party booking, Expedia, Orbitz, etc.), vehicle rental has to be through the Big Ten Contract.
- When placing an order, inform the merchant of our sales tax exemption.
- Items must be shipped to a campus address, not a personal residence.

Card Used By:	Name:	Date:
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Vendor	Estimated Cost	UW Business Purpose

Funding:

Account Code	Department	Fund	Project	Program

Supervisor's Signature: _____ Date: _____

*The supervisor's signature is not required if this form is submitted by the supervisor via email

Required documentation to be returned with the card:

- Invoice for purchases
- For meals, agenda of meeting and list of attendees and events meal or reception form
- UW Business purpose for traveling/or attach conference agenda