

**CUSTODIAL CARD CHECKOUT FORM**

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

**CARDHOLDER SIGNATURE:** \_\_\_\_\_

By signing above, you (the cardholder) accept responsibility of all card activity that occurs while in your possession. Deviation from the purchase types described below, without prior notification, may result in immediate revocation of current and future custodial card permissions. Please consult the Unallowable Purchases list below for questions and/or contact the IAB Business Office if your are unsure of allowable activity.

**Receipts are due no later than one (1) week following the purchase date (or upon card return, whichever comes first).** Scanned/mailed copies are acceptable as long as they are legible. If you are unable to provide receipts within this timeframe, please email Phillip Harrington at [plharrington@alaska.edu](mailto:plharrington@alaska.edu) as soon as possible.

**UNALLOWABLE PURCHASES**

- **Representational Expenses** – flowers/holiday decorations, food and catering (does not include field camp food), gifts, donations, or contributions to individuals or organizations, recreational activities (bowling, lazer tag, etc.)
- **NO AMAZON purchases!!** These can only be made through Danielle, Valia or Julie. Please send purchase requests to one of them.
- Total purchases of **\$5,000** or more
- 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
- **TRAVEL** and related expenses – airline, rail, or bus tickets, vehicle rental, meals, lodging
- **Personal** purchases (regardless of intent to reimburse)
- **Unauthorized grant purchases** (ex. 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)

Note this this a condensed listing of the most common types of unallowable purchases. For a full list, please consult the handout or contact the IAB Business Office with questions.

**\*\* OFFICE USE ONLY \*\***

SINGLE PURCHASE LIMIT: \_\_\_\_\_

CARD #: \_\_\_\_\_