

Credit Card Guidelines:

1. Request Credit Card at least 2 weeks in advance
2. Set up a meeting with the ASMC Accountant to discuss proposed expenses
 - a. Come with a itemized potential costs list
3. Sign the Liability Form
4. Return Credit Card on required date
5. Provide the ASMC Accountant with receipts from purchases

Liability Form:

Student's Name:

ID Number:

Date Check Out:

Date for Return:

Estimated Amount:

Please read and Sign:

1. I am the person checking out the credit card, so I am personally responsible for the card
 - a. If the card is lost, stolen or misplaced I will be held liable
2. I will only spend the amount that I request
3. I will submit the original receipts to the ASMC Accountant
4. I will return the credit card on specified return date.

Student Signature:

Date:

Authorizing ASMC Signature:

Date:

