Student Engagement (SE) Pcard Procedures

Overview

There are two (2) Associated Student (AS) pcards available for use by SE Programming Offices, and all Clubs. These are credit cards and do not have PINS. Please have your Western ID with you if verification by the business is needed,

AS pcards are only available during Viking Union Finance Office (VUFO) business hours: Monday through Friday, 9:00am to 4:00pm. No weekend or after-hours use is available.

Receipts are mandatory with the use of AS pcards. They can be physical receipts from the business or emailed receipts for online orders. Receipts are to be returned / emailed to the VUFO at the time of the AS pcard return.

Clubs / Programming Offices

Completes and submits an Expenditure Request (ER):

- select "Associated Students Pcard – To be checked out from VU Finance Office" as the Form of Payment.
- Enter relevant information in all sections on the esign form. For guidance on how to fill out an ER please refer to this link: https://engage.wwu.edu/programs/clubs/#Expenditure%20Request%20Guides
    - Please make sure the Vendor/Payee is the **Business** you wish to shop at and not the student's or club/office name.
    - Please state under Requester Information the date and time you wish to check out a pcard. If there are multiple times/dates, please mention the preference order of each.
- Submit the ER to your Advisor/Retention Specialist for approval. Any ER submitted directly to the VU Finance Office will be forwarded to the advisor/retention specialist for approval, which may delay processing.

VU Finance Office (VUFO)

- VUFO Staff receives approved ER's and verifies if a pcard is available per the student's request listed on the form.

    - If no date or time is mentioned, VUFO staff will email the student and cc the advisor/retention specialist for a date and time.
- AS pcards are reserved on a first come / first served basis. This is based on when approved ER's arrive in our inbox.
- VUFO staff will respond to the ER requestor (student) via email and cc the advisor/retention specialist with confirmation or unavailability of the AS pcard request. Details in the email will include:
    - If confirmed -
        - The date and time of pick up will be stated.
        - The office/club has a one (1) hour window to pick up the card. Otherwise, the reservation will not be guaranteed.
        - Reminder of the office hours and that the AS pcard with receipt must be returned by 4:00pm.
        - If ANY changes to the date/time are needed, the student must communicate in writing to the VUFO so we can update the reservation.
    - If Unavailable –
        - Student will be informed that both AS pcards are already reserved for that day.
        - Student will be asked if they would like to be on a waiting list. If one of the AS pcards are returned early enough in the day, the office/club may borrow that AS pcard. The AS pcard and receipt will still need to be returned by 4:00pm, same day.

Notes

AS pcards are in high demand and we want to accommodate as many requests as we can. Therefore:

Any AS pcards that arrive after 4:00pm will be noted and communicated to the advisor/retention specialist. Repeat occurrences may lead to the office/club not being able to have future reservations. VUFO and/or VU Building Managers will call the student if the Viking Union is about to close.

If Office/Club does not inform the VUFO and does not pick up the AS pcard when reserved, the VUFO will note this occurrence and communicate it to the advisor/retention specialist. Repeat occurrences may lead to the office/club not being able to have future reservations.

Again, receipts are mandatory as these are University credit cards, and there are compliance rules we need to adhere to. If there is a lost receipt, the student must complete

a Lost Receipt Affidavit and submit it to the advisor/retention specialist who approves it to the VUFO. If there are repeated occurrences by a club/office with lost receipts, this may lead to the club/office not being able to have future reservations.