

# SABSC P-Card Increase Form

PRINT CLEARLY OR TYPE, SEE PAGE 2/BACK OF FORM FOR INSTRUCTIONS

Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Chartstring Name: \_\_\_\_\_

**Chartstring:**

<u>Dept ID</u>	<u>Fund</u>	<u>Fund Source</u>	<u>Program</u>	<u>Function</u>	<u>Property</u>	<u>Account</u>
					00000	68370

Event	Description: Be specific, list store/vendor, and items to be purchased	Amount
<b>Total Increase Requested</b>		

**Authorized Approvals:**

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Sign: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Sign: \_\_\_\_\_ Date: \_\_\_\_\_

Remarks: \_\_\_\_\_

----- *For SABSC Use Only* -----

Comments: \_\_\_\_\_

JID#: \_\_\_\_\_ SABSC Staff: \_\_\_\_\_ Date: \_\_\_\_\_

# **How to Ensure Effective Processing**

## **General Information**

- Use the P-Card Increase Form to request that additional funds be added to your Student Organization's P-Card
- The P-Card is designed to be used for purchases related to official club business only. Use of the card for personal purchases is strictly prohibited
- Include the event name, a specific description, and the amount requested for each event
- List each anticipated purchase and total the amount
- Funds will be available on the P-Card within 2-3 business days after the SABSC receives the request
- For your records, make a copy of this before submitting to the SABSC

## **Process**

- Fill out the P-Card Increase Form completely and legibly. The form can be filled out online and printed
- The treasurer must sign the form then deliver it to the advisor for approval
- Once the P-Card Increase Form has been processed by the SABSC, a copy will be scanned to your Student Organization's Google Drive Folder

## **To Avoid a P-Card Decline**

- Make sure that you are using the card at an appropriate establishment; see the Take-Out Establishment list in the "P-Card Resources Page" of the SABSC website at <http://www.bc.edu/sabsc>
- Verify that you have not exceeded the card limit
- If the P-Card is declined, contact the SABSC during business hours at 617-552-1586
- For more information see the [SABSC Purchasing Card User Guide](#)