

Lewis & Clark College
Office of Student Activities

Student Organization Credit Card User Worksheet

All purchase receipts and credit card must be returned to Student Activities (Templeton 258) within four (4) hours of pick-up unless prior arrangements have been made with the Director of Student Activities. All receipts must be attached to the back of this form. Failure to do so could result in loss of privileges.

Name _____ L&C ID# _____

L&C Email _____ Phone# _____

Student Organization _____

Student Organization Account Number 300 - _____ - 2190

Total Amount Charged \$ _____ Last 4 digits of card used _____

Vendor(s) _____

Purpose/Event _____

Name of Participants _____

Signature _____ Date _____

• Complete detailed receipts must be returned with the card to the Director of Student Activities – NO EXCEPTIONS!

- All purchases for Lewis & Clark College (including student organizations) are tax-exempt. Please contact Student Activities at activity@lclark.edu or 503-768-7122 if your vendor(s) need documentation.
- **NO** alcohol purchases.
- **NO** rush shipping or rush orders (please plan in advance).
- **Maximum** gratuity (tip) allowed is 20%.
- Card **must** be returned immediately after purchase, unless prior arrangements have been made with the Director of Student Activities. The card cannot be transferred among other students who have been authorized to make purchases. All students must pick up and return the credit card to Student Activities (Templeton 258).
- Late returns, missing receipts and unauthorized purchases may result in the loss of credit card privileges and/or a referral to Student Rights and Responsibilities for the student who the card was issued to.