

# Outdoor UW Department Card Authorized User Agreement Form

## Definitions Related to the Department Card:

**Point:** Given to Hooper club members for misusing any Hooper purchasing card according to the rules and consequences within this form, or at the discretion of the Outdoor UW Director, Hooper Advisor(s), or the Hooper Financial Specialist for unprofessional behavior related to the usage of Department Cards.

**3 Points (Suspension):** When 3 Points are earned by any Hooper club member in the same fiscal year (July-June), they will be suspended from using the Department Card. Once a suspension has been lifted there will be an opportunity to recertify, but if a Hooper club member is suspended a second time they will automatically receive a lifetime suspension.

**Length of Points & Suspensions:** The UW's financial activities operate on a Yearly (September-August) basis.

- a) Points: Each Point earned during a given year is effective for the duration of that year. Once the year is over, the individual has a fresh start and will be cleared of all outstanding Points.
- b) Suspensions: A suspension will last for a fixed period of six months (unless otherwise determined by the VP-Finance or Financial Specialist).

**Re-Authorization process:** If an individual received a suspension and served out their time professionally, then they may ask the VP-Finance for permission to recertify. If permission is granted, then the individual will follow the same procedure for becoming Department Card authorized.

**Department Card Log:** The log will be completed by the Club Advisor, and it is the individual's responsibility to inform and receive approval from the advisor for each vendor they've intended to and made a purchase with during the time the Department Card is checked out under their name.

**Department Card Authorized User Agreement Form:** This form must be signed and dated. Any failure to adhere to this form may result in suspension or revocation of any or all of your current Hooper memberships, your suspension of all Hooper/Outdoor UW activities, and an academic hold on your records. You agree to reimburse UW for unauthorized purchases within 30 days. If not reimbursed in 30 days, the amount can be deducted from a UW paycheck or other payment mechanisms. An automatic one-Point penalty will be incurred for each illegal purchase.

**Outdoor UW Admin Onboarding Form:** In addition to signing this form and the designated user agreement, you must have viewed the Outdoor UW Admin Onboarding form and read, understood, and agreed to the procedures outlined.

**Rule 1: You must submit a tax exempt, itemized receipt and a receiving report within one week of purchase.**

Failure to do this by an individual means one Point penalty if the receipt is not turned in by the date that the Hooper Financial Specialist requests it by. Additional Points will be applied week after week until 3 Points and a suspension are reached if the receipt in question is not turned in. If a receipt is lost, you must inform the Hooper Financial Specialist as soon as possible. A lost receipt is one automatic Point, and each member is only granted the use of 1 missing receipt form per semester. If a vendor cannot produce an itemized receipt, then you must have an employee or manager send an email to the Hooper Financial Specialist stating they are incapable of producing one.

Check the following box for agreement: ☐

**Rule 2: You must reply to an email regarding a missing receipt or documentation within one week.**

Unless stated on a receiving report or in the membership profile, all communication via email will be conducted via your wisc.edu account. Additional Points will be applied week after week until 3 Points and a suspension are reached if the documentation is not turned in.

**Rule 3: Cards must be obtained and directly returned to your club advisor. Either turned in directly or submitted into one of the club advisor lock-boxes.**

Check the following box for agreement: ☐

**Points assigned to penalties:**

- Not turning in receipts within the one week time period – 1 point
- Not turning in a receiving report with each receipt – 1 point
- Having a purchase that was prohibited or unauthorized – 2 points
- Not returning the Department Card within allotted time – 1 point
- Giving the Department Card to anyone else to use – 2 points
- Writing down the Department Card information – 2 points
- Emailing the Department Card information – 2 points
- Losing a Department Card - 3 points
- Purchasing Fuel (unless using 3<sup>rd</sup> party rental car) – 2 points
- Not returning card directly to advisor or in lock box – 2 points

Check the following box for agreement: ☐

If you have any questions concerning this agreement or any purchase you are intending to make, please ask any of the following persons: Hoofer Financial Specialist, Director of Outdoor UW, Hoofer Advisors, and the Outdoor UW front desk staff.

**Signature of Consent:**

By signing this agreement, I agree to abide by all of the listed rules and consequences stated within it.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Club: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

