

## Procedure for Requesting UCPS Credit Card

When requesting a credit card number for making reservations the top portion of the credit card form must be completed.

- If you need more room to list additional persons covered, please attach a list to the request.
- Be sure to provide a Budget Code for payment.
- You must have your Administrator sign the form. **Remember: No one can sign for themselves.**
- If your trip is **Out of State** you must have signatures from both your Administrator and the Superintendent.
- Once the form has been signed by the appropriate parties, the form can be sent to Darlene Garris in Finance by courier or fax. You will be contacted with the number upon request.

If the hotel requires a room deposit, you must get confirmation along with an amount being charged to send to Darlene. This charge will show up on the account the day the reservations are made. **\*\*Please discard the number and don't hold the number for future use.**

Whenever the reservations are made, please fill out the middle portion of the form showing when the reservations were made, the Hotel and the estimated expenses of all other charges. The completed form may be taken to Darlene when the card is picked up. If you choose to send it in courier, please mark "DUPLICATE" so a second card will not be reserved.

**\*\*If the trip needs to be cancelled, it is **your responsibility** to cancel the reservations so UCPS will not be charged.**

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**REMEMBER:** After approval, the credit card may only be used for:

- Hotel reservations
- Airfare
- Rental Car Fees (If you are using rental car you should purchase the Dealer's insurance.)
- Gas for Rental Car

***The following uses are prohibited:***

- Charging meals
- Buying instructional materials from conferences
- Personal phone calls from your hotel
- Any online purchases, including travel accommodations**
- Gas for your personal automobile
- Entertainment cost (i.e. movies, plays, etc.) that are not part of or related to conference attendance

**The credit card is never to be signed by any employee!**

After your trip, **the credit card is to be turned in the following work day. You must turn in all receipts for everyone that has a charge.** The "Person Responsible for Credit Card" is responsible for making sure all receipts are turned in at the time the credit card is returned.