Student Leadership Center Procurement Card Misuse Policy

Use of the State of Wisconsin Procurement Card (Procard) is a privilege granted to College of Engineering (CoE) affiliated student organizations who register with the Student Leadership Center (SLC). We expect our student leaders to respect and comply with all State of Wisconsin, University of Wisconsin and CoE/SLC policies and procedures. Non-adherence to the Procard use policy and/or designated user agreement by a student organization leader may result in revocation of Procard use privileges. Procard misuse includes purchasing items on the prohibited list; giving the Procard to an unauthorized person to use; not submitting appropriate documentation and receipts to accompany all purchases; and not returning the Procard on time to the SLC.

Consequences of Procard misuse are as follows:

- 1st time offense results in a meeting between the the individual(s) that misused the Procard, the organization's President and the SLC, before any further use will be allowed.
- 2nd time offense leads to a one month suspension of that individual’s access to their organization’s funds immediately following a second misuse meeting between the offender, the organization’s President and the SLC. A letter detailing the offense will also be sent to the organization’s advisor and placed in the student organization file at the SLC.
- 3rd time offense will revoke the individual’s access to their organization’s funds for the remainder of the academic year. This will require the organization to refill that individual’s position.
- If an organization has had three total offenses regardless of who misused the card, access to the organization’s funds may be frozen for a period of time determined by the Director.

In certain instances, the student organization leader who is found to have misused the Procard may be required to reimburse the SLC for any unauthorized charges.

By signing this statement, you affirm that you understand the SLC Procard Misuse Policy and consequences as outlined above.

________________________________________    Date _______________
Student Leader Signature

________________________________________    Date _______________
SLC Staff Signature