IOWA STATE UNIVERSITY (ISU) PURCHASING CARD PROGRAM
Hospitality Attachment to Cardholder Application Agreement – Existing Cardholders

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<th>Name of Purchasing Cardholder/Applicant:</th>
<th>Department:</th>
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The university has authorized the use of the Purchasing Card for meeting, events, and hospitality expenses up to its $4,900 per transaction limit. Existing cardholders may request a configuration change to their Purchasing Card by completing the Purchasing Card hospitality attachment. New cardholders may request the new configuration on the Purchasing Card Application and Agreement without attaching this form.

The cardholder shall provide and maintain documentation regarding the business purposes of all hospitality transactions, including business purpose, beginning and ending dates, location, event type, and names of participants. This information is required for compliance with IRS regulations and must be provided in order to complete the on-line reconciliation process.

Hospitality expenses are allowed primarily for those functions with an explicit business purpose which include non-employees. Use of university funds for employee functions is allowable only in accordance with the Guidelines for Hospitality, published by the controller’s department on 5/20/2008, and found at http://www.controller.iastate.edu/controller/hospitality.pdf.

Purchases must be for the use and benefit of the university. **NO PERSONAL PURCHASES ARE ALLOWED.** With regard to purchase of alcoholic beverages, please refer to university policy.

Acceptable uses include:
- Annual staff retreats
- Events for student recruitment/retention
- Meals/hospitality for position interviewees/candidates
- Meals/hospitality for visiting speakers
- Meals/hospitality for other visitors/meeting attendees
- Educational development seminars and conference expenses hosted by ISU
- Lodging for non-employees visiting ISU
- Meeting room expenses

With regard to purchase of alcoholic beverages, please refer to university policy.

When the Purchasing Card is used for meeting and hospitality expenses, the following class codes must be used:
- 24180 Domestic Travel – Non-employee
- 24190 Foreign Travel – Non-employee
- 36100 Interview/Recruitment Hospitality Expense
- 36110 Recruitment – Students
- 36120 Recruitment – Employees
- 36200 Meetings – Business or Staff – Hospitality Expense
- 36300 Conferences, Seminar, Events Hospitality Expense
- 36400 Fundraising Hospitality Expenses
- 36900 Hospitality and Events – Other

**Please note:** Travel expenses **will not** be an acceptable use of the Purchasing Card and will continue to be the responsibility of the university employee, requiring use of the travel reimbursement system and assessment of taxable meals.

Applicant Signature __________________________________________________________________________ Date ______________

Department Chair/Director Approval __________________________________________________________________________ Date ______________

Dean/Vice-President/Provost Approval __________________________________________________________________________ Date ______________

OFFICE USE ONLY: ________________________________ TR: ________________________________