

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 will result in having card privileges suspended indefinitely.*

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 \_\_\_\_\_

**→ Please carefully read the important guidelines below. ←**

**• Complete detailed receipts must be returned with this worksheet and the credit 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 [activities@lclark.edu](mailto:activities@lclark.edu) or 503-768-7122 if your vendor(s) need documentation.
- **NO** alcohol purchases.
- **NO** carshare (e.g. Zipcar) or rideshare (e.g. Uber, Lyft, etc.) trips. You can pay for your transportation needs if necessary on your own and get reimbursed through ASLC.
- **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 will result in the indefinite loss of credit card privileges and referral to Student Rights and Responsibilities for the student who the card was issued to.