



Pro-Card Personal Use Reimbursement

NOTE: Use this form to identify and reimburse any personal use charge made on the WKU Pro-Card. Please be aware that any personal use of the Pro-Card is recorded and a pattern of personal use can result in loss of Pro-Card privileges.

Record Keeper: Please code the transaction to the department index and Account Code 71119. Please add transaction notes explaining the charge.

Card First Name _____ Card Last Name _____ Card Last 4 Digits _____

Merchant Name _____ Transaction Total \$ _____ Transaction Date _____

Amount to be Reimbursed \$ _____

The transaction information listed above is a personal purchase. The attached check or cash reimburses WKU for this purchase.

Explanation of purchase:

Cardholder or Dept. Card User Signature (Required) _____ Date _____

Department Head/Manager's Signature (Required) _____ Date _____

Make a copy of this completed form for the card statement file and send ORIGINAL of this completed form and reimbursement check or cash to: Pro-Card Office, Supply Chain Management, SSB 126.

A copy of the transmittal will be sent to the Record Keeper for the card statement file.

IMPORTANT REMINDERS:

*University funds are committed each time a purchasing card is utilized. The card user must abide by the University's policies and procedures which include the [Purchasing Card Policy](#), the [Discretionary Spending Policy](#), [Purchasing Policy](#) and the [KRS 45 A](#).

*Purchases are for University use only. Personal purchases are prohibited.

***Intentional misuse/abuse or fraudulent use may result in disciplinary action up to and including dismissal.**