



The Southern Baptist Theological Seminary

P-Card Acceptance Form

Cardholder Name _____
(Please Print)

Administrators Name _____
(Please Print)

I hereby acknowledge receipt of the US Bank P-Card issued in my name and assigned number:

_____ - _____ - _____ - _____

Card type: Departmental P-Card Travel Card Managed Spend

Cardholder's Signature

Date

Administrator's Signature

Date

Witness

Date

Note: Managed Spend cards are p-cards issued to faculty members who lead student shepherding groups to be used to cover expenses related to leading those groups. These cards can be used for the following types of expenses:

- Coffee shops or restaurant purchases for monthly group meetings
- Grocery store purchases for entertaining the group in the faculty member's home

These managed spend cards may not be used for:

- Personal items
- Gasoline for vehicles
- Gifts cards of any kind
- Childcare

Receipts for purchases on the managed spend cards must be attached to a Food Purchase form and submitted to Accounts Payable (Sampey 4106) upon return to campus so that they may be reconciled to the monthly credit card statements each month.