

## ProCard Representational Allowance Waiver Requirements

Review your approved waiver for what items you have been given permission to purchase. Representational items never allowed on the ProCard without specific permission from the ProCard Administrator are: gifts; gift cards; and alcohol. If you have any questions about a purchase, contact Helen Connor at 474-6465.

A current representational allowance form (<http://www.uaf.edu/finserv/forms/RepallowForm-new.pdf>) and legible copy of the receipt must be submitted to the Office of Finance and Accounting within 7 days of the ProCard charge posting to Banner following the current UAF Representational (Rep) Allowance Guidelines (<http://www.uaf.edu/finserv/finance-accounting/cash-management/representational-allowanc/rep-allowance-guidelines.pdf>). The representational allowance form should include both the Banner document number (QP number) and the date it posted to Banner (activity date in FGIBDST). Follow all form instructions.

If the original ProCard charge hits an account code other than a representational allowance account code and must be JV'd to a representational allowance account code, the original representational allowance form and copy of receipt should be attached to the JV when submitted to the Office of Finance and Accounting.

If the original ProCard charge hits a representational allowance account code and is later JV'd to a different representational allowance account code, the original representational allowance form, copy of receipt and a corrected representational allowance form should be attached to the JV when submitted to Financial Services.

**NOTE:** A copy of the representational allowance form should accompany all JV's involving representational accounts.

As a reminder, when using **fund 1**, please be sure restaurant and catering charges go to account code **3008**. Self-catered items from Sam's, Fred Meyer or Safeway should be charged to **4008**.

When using **fund 14**, **fund 3** and the **fund 5's** that are reviewed by the Office of Grants & Contracts Administration, please be sure restaurant and catering charges go to account code **3018**. Self-catered items should be charged to **4018**.

If you need additional information or clarification on representational allowance forms, please contact the Office of Finance & Accounting (OFA) at 474-6426.