



Department Card

Cooperative Extension has available two Department Cards. Please call your BSC contact to reserve the card. You are required to sign an authorization form prior to using the card for the first time.

The Department Cards can only be used for:

- Gas for rental vehicles & UNH Fleet Vehicles (Not personal vehicles)
- Business Meals – Business meals are those with a clearly substantiated business purpose, i.e., those directly associated with the active conduct of USNH business. Examples include business meals, departmental meetings, business meetings with colleagues at which a bona fide business discussion takes place.

Please remember that you need to get itemized receipts for each purchase. These receipts must include the following information:

- Who (vendor or supplier name)
- Where (vendor or supplier address)
- What (brief description of goods purchased)
- When (date of purchase)
- How Many (number of units purchased)
- How Much (Unit price and total order amount)
- Business Purpose (if not obvious)

When using your card for meals you **MUST** have an **itemized receipt**. You can obtain one from restaurants by notifying your server **BEFORE** you order. This is very important in order for Extension to retain usage of these cards.