



# Hospitality Dining Card

<b>Department Name:</b>	
<b>Authorized User:</b>	
<b>User's Email Address:</b>	
<b>User's Campus Phone Number:</b>	
<b>(SBO)Senior Business Officer:</b>	
<b>SBO's Email Address:</b>	
<b>Hospitality Dining Card Account No :</b>	
<b>Deposit Amount:</b>	
<b>Requisition Number:</b>	
<b>Account Number:</b>	

I understand & accept the Terms & Conditions of use of the Hospitality Dining Card as printed below & contained in the USCard Agreement and Billing Rights and Terms of Disclosure.

**The Hospitality Dining Card funds are valid for the fiscal year in which they are deposited. Unused funds (less 5% processing fee) will be refunded to the account number provided above for the fiscal year in which the deposit is made.**

<b>Authorized Cardholder Name:</b>	
<b>Date:</b>	

## GOVERNMENTAL UNALLOWABLE PURCHASES

Government unallowables are those items that, although potentially appropriate & reimbursable from other university sources, are not allocable to government activities per Federal Government regulation (see USC Expenditure Manual for appropriateness of reimbursement). The items listed below must be identified & segregated regardless of the account bearing the expense to avoid their being allocated to various government indirect cost categories.

ALL expenses related to:

- ALUMNI EVENTS - including fundraising expenses
- COMMENCEMENT - including student graduation parties
- DEVELOPMENT - including promotional gifts to donors
- PUBLIC RELATIONS - including banquets & advertisements
- STUDENT ACTIVITIES - including contributing to student organization & events

As well as the following specific expenditures regardless of business purpose:

- ALCOHOLIC BEVERAGES
- CONTRIBUTIONS
- DONATIONS

**NOTE:** Please do not submit requisitions for 5X-XXXX-XXXX accounts.

## For Office Use Only

Deposit \$ \_\_\_\_\_ + Card Maintenance Fee \$ \_\_\_\_\_ = \$ \_\_\_\_\_

Rec'd \_\_\_\_\_ Optim Int. \_\_\_\_\_