Go Card Policy

Student Organization Financial Services

1. Basis of the Policy
   Recognized Student Organizations (RSO’s) can pay for business related expenses that support the mission of their organization. The Go Card program is designed to allow for the procurement of supplies and services for the Recognized Student Organizations by alleviating the need of using personal funds and requesting reimbursement. The Go Card provides quicker turnaround time and reduced paperwork processing. The Go Card is designed to delegate the authority and capability to purchase low-dollar items directly to the end user. This program will provide increased convenience and controls for RSO’s.

2. Purpose
   This policy is designed to provide readily available guidance to designated members to delineate authorities, responsibilities, documentation of procedures and description of controls and control-related procedures. Designated members of the RSO must follow established policies and procedures to ensure utilization of the Go Card program.

3. Authority over Go Card Program
   The SOFS Office is charged with establishing uniform standards and policies related to the Go Card program in accordance with the policies and procedures of SOFS.

   The Go Card must be utilized only by the individual named on the card (cardholder).

   The Go Card may not utilize the card for any personal expenses or to the personal benefit of any one individual. NO CASH WITHDRAWAL IS ALLOWED. Unauthorized utilization of the Go Card may be cause for immediate cancellation of the card.

   For more detailed information, see Go Card Procedures.
Go Card Procedures

Student Organization Financial Services

The University of Nebraska-Lincoln Student Organization Financial Services Office (SOFS) in coordination with Union Bank will issue the Go Card.

1. Card Application
   The Go Card Application and Agreement form must be completed and returned to the SOFS Office with proper authorization before the Go Card will be ordered. Once your card is received and programmed by SOFS, the cardholder and the Recognized Student Organization (RSO) will be notified. The cardholder will be required to sign the back of the Go Card at the time he/she picks up the card.

   A temporary Go Card will be issued within one business day. The permanent Go Card will be issued within 7 to 10 days.

2. Go Card Utilization
   All transactions and fees to the Go Card are assigned directly to the RSO’s SOFS Account. All card charges and associated fees will be the responsibility of the cardholder’s RSO. Purchases must also comply with the SOFS Guidelines and Policies as published on the SOFS website, sofs.unl.edu.

   The individual cardholder of the RSO has full liability for any improper charges.

   Only the person that the card was issued to has the ability to utilize this card.

   Should a cardholder leave the university or the RSO, the RSO has the specific obligation to notify the Student Organization Financial Services (SOFS) Office and return the card immediately upon notice that the cardholder is leaving the organization.

   The cardholder may not make personal purchases on the card and then reimburse the organization.

   The Go Card is intended for the purpose of purchases only and NO CASH WITHDRAWAL IS ALLOWED.

   Purchases of gift cards must be made within the guidelines of the SOFS Gift Card Policy and may not be for the purpose of anyone’s personal benefit. Names of recipients of all gift cards must be provided the SOFS Office and all students receiving a gift card of $50.00 or more must remit a W-9 tax form. (Please see the SOFS Gift Card Policy).
3. Procedure to transfer funds to the Go Card
   The Go Card transaction amount must be supported by the Go Card Transfer Request Voucher to the extent the RSO has funds available in their SOFS account.

4. Purchase Documentation
   Detailed receipts/invoices must be provided to the SOFS Office within 10 calendar days after each transaction in which the card was utilized. If detailed receipts/invoices are not provided within the 10 day time period, the Go Card may be revoked for the remainder of the semester or at the discretion of the SOFS Office.

5. Transaction discrepancies
   It is the responsibility of the cardholder to resolve any discrepancies with the Go Card or its transactions. If there are charges the cardholder wishes to dispute, it is the responsibility of the cardholder to contact the merchant to seek a resolution. The SOFS Office will not take responsibility for disputed transactions.

6. Lost or Stolen Card
   Should a card be lost or stolen, the cardholder and cardholder’s organization are responsible for notifying Union Bank at 1-866-613-2108.

7. End of Fiscal Year Reconciliation
   In the process of the annual Account Balance Confirmation procedure, if the RSO has a Go Card, the RSO will be asked to confirm the balance of monies on the Go Card as part of the annual Account Balance Confirmation process.

8. Improper/Fraudulent Utilization
   Improper or fraudulent use of the Go Card may result in disciplinary action in accordance with the University of Nebraska Lincoln Student Code of Conduct policy.

   Non-adherence to any of the procedures enumerated in this policy and procedure and the purchasing policies of SOFS may result in revocation of your Go Card privileges.

Questions concerning the University of Nebraska-Lincoln Go Card program should be directed to the SOFS Office at 402-472-5667.
University of Nebraska-Lincoln  
GO CARD PROGRAM  
CARDHOLDER APPLICATION

<table>
<thead>
<tr>
<th>Name of Go Card Applicant:</th>
<th>E-mail Address:</th>
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</thead>
<tbody>
<tr>
<td>First, Middle, Last (Please Print)</td>
<td>Telephone Number:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Recognized Student Organization:</th>
<th>SOFS Number:</th>
<th>Student NU ID#:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Student Date of Birth: (Must be at least 18 years old)</th>
<th>Student Social Security #:</th>
</tr>
</thead>
</table>

**Go Card Process**

The University of Nebraska-Lincoln Student Organization Financial Services Office (SOFS) in coordination with Union Bank will issue the Go Card. The Go Card Application and Agreement form must be completed and returned to the SOFS office with proper authorization before the Go Card will be ordered. Once your card is received and programmed by SOFS, the cardholder and the Recognized Student Organization (RSO) will be notified. The cardholder will be required to sign the back of the Go Card at the time he/she picks up the card.

**A temporary Go Card will be issued within one business day. The permanent Go Card will be issued within 7 to 10 days.**

The Go Card transaction amount must be supported by the Go Card Transfer Request Voucher to the extent the RSO has funds available in their SOFS account. **NO CASH WITHDRAWALS ARE ALLOWED.**

Detailed receipts/invoices must be provided to the SOFS Office **within 10 calendar days** after each transaction in which the Go Card was utilized. If detailed receipts/invoices are not provided within the 10 day time period, the Go Card may be revoked for the remainder of the semester or at the discretion of the SOFS Office.

It is the responsibility of the cardholder to resolve any discrepancies with the Go Card or its transactions. If there are charges the cardholder wishes to dispute, it is the responsibility of the cardholder to contact the merchant to seek a resolution. The SOFS Office will not take responsibility for disputed transactions.

<table>
<thead>
<tr>
<th>Cardholder Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Treasurer or President Approval</td>
<td>Date</td>
</tr>
<tr>
<td>Advisor Approval</td>
<td>Date</td>
</tr>
<tr>
<td>SOFS Approval</td>
<td>Date</td>
</tr>
</tbody>
</table>

Complete Cardholder Agreement on page 2 of form.
The Go Card program is designed to allow for the procurement of supplies and services for the Recognized Student Organizations by alleviating the need of using personal funds and requesting reimbursement. This program will provide increased convenience and controls for Recognized Student Organizations (RSO’s).

All transactions and fees to the Go Card are assigned directly to the RSO’s SOFS Account. A monthly fee of $1.00 per month will be assessed to the RSO’s SOFS Account and will be adjusted if fees would increase at a future date.

The individual cardholder of the RSO has full liability for any improper charges. Only the person that the card was issued to has the ability to utilize this card. Should a cardholder leave the university or the RSO, the RSO has the specific obligation to notify the Student Organization Financial Services (SOFS) office and return the card immediately upon notice that the cardholder is leaving the organization. The cardholder may not make personal purchases on the card and then reimburse the organization.

Should a card be lost or stolen, the cardholder and cardholder’s organization are responsible for notifying Union Bank at 1-866-613-2108.

The Go Card is intended for the purpose of purchases only and **NO CASH WITHDRAWALS ARE ALLOWED.**

Purchases of gift cards must be made within the guidelines of the SOFS Gift Card Policy and may not be for the purpose of anyone’s personal benefit. Names of recipients of **all** gift cards must be provided the SOFS office and all students receiving a gift card of $50.00 or more must remit a W-9 tax form. (Please see the SOFS Gift Card Policy).

In the process of the annual Account Balance Confirmation procedure, if the RSO has a Go Card, the RSO will be asked to confirm the balance of monies on the Go Card as part of the annual Account Balance Confirmation process.

As holder of this Go Card, I agree to accept the responsibility for the protection and proper use of the card as enumerated in this Agreement and the purchasing policies of SOFS.

I further understand that improper or fraudulent use of the Go Card may result in disciplinary action in accordance with the University of Nebraska-Lincoln Student Code of Conduct policy.

**NOTE:** Non-adherence to any of the procedures enumerated in this Agreement and the purchasing policies of SOFS may result in revocation of your Go Card privileges.

By signing this agreement, you are agreeing to the Go Card Policies & Procedures as published on the Student Organization Financial Services website at sofs.unl.edu.

Questions concerning the University of Nebraska-Lincoln Go Card program should be directed to the SOFS Office at 402-472-5667.

Applicant Signature: ___________________________ Date: ___________________________
Date submitted ______________________  

UNIVERSITY OF NEBRASKA - LINCOLN  

STUDENT ORGANIZATION FINANCIAL SERVICES  

GO CARD TRANSFER REQUEST VOUCHER

Organization account # ________________

Organization account name: __________________________

Cardholder: ____________________________

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Event:</td>
<td></td>
</tr>
<tr>
<td>Date(s) of Event/Purpose:</td>
<td></td>
</tr>
</tbody>
</table>

Estimated budget for Event/Purpose is as follows:

Conference Travel: 

Hotel Rooms: 

Fuel: 

Decoration Supplies: 

Food Supplies: 

Beverage Supplies: 

Miscellaneous Supplies: (Explain)

Gifts/Gift Cards:

Note: If gifts/gift cards are purchased, RSO must follow SOFS procedures, gifts/gift cards $50.00 or over require W-9 filled out by recipient. RSO must provide SOFS with a list of ALL winner names.

Detailed receipts must be turned in within 10 days of your transaction(s) or your utilization of the Go Card may be revoked.

Total Amount Requested for Go Card

If Go Card funds are not fully utilized, the RSO may request the funds be transferred back into their SOFS Account

- [ ] Full Balance
- [ ] Specified Amount

Approval for Go Card Transfer - Two Signatures Required

_________________________  ________________
ADVISER SIGNATURE  
TREASURER/PRESIDENT SIGNATURE

_________________________  ________________
PRINT ADVISER NAME  
PRINT TREASURER/PRESIDENT NAME

SOFS USE ONLY

Amt Transferred: ________________  DATE: ________________

Detailed receipts/invoices returned: DATE: ________________