



Hospitality Dining Card

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

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.

Authorized Cardholder Name:	
Date:	

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. _____