



Hilary J. Boone Center
at the
University of Kentucky

*UK College/Departmental Membership Application
and Procurement Card on File Form for Special Events and Catering*

UK Departmental Information: *All Fields Must Be Completed*

UK College/Department/Division _____
Department/Division Campus Address _____
Boone Center Departmental Membership # _____ *(this will be provided for New Members)*
Event Booking Contact (please print) _____ *Signature* _____
E-mail _____ *Phone #* _____ *Fax#* _____
Business Officer (please print) _____ *Signature* _____
E-mail _____ *Phone #* _____ *Fax#* _____
Number of Membership Cards Requested (Maximum of 8) _____

Procurement Card Information:

PLEASE NOTE: Due to PCI DSS Compliance requirements, Procard information cannot be e-mailed or faxed. This form must be mailed via campus mail in a sealed envelope or hand delivered to the Boone Center and will be kept secure. Should your Procard information for your department or division change, a new form will need to be submitted.

Name on UK Procurement Card _____

UK Procurement Card Number _____ *Exp. Date* _____

I/we certify that our Department/Unit is authorized to use the above provided Procurement Card for official business functions of the University of Kentucky and understand that all services must be paid for by this Procard at the conclusion of service. I/we further understand that it is our department's responsibility to edit the Procard transaction as per the University of Kentucky Discretionary Spending Policy. The policy is available via www.uky.edu/evpfa/controller/files/dispolicy.pdf.

Signature of Procard Holder _____ *Date* _____

For Assistance with this form contact:

Toni Graham-Business Officer tgraham@uky.edu
Phone: (859) 257-1133

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