



*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](http://www.uky.edu/evpfa/controller/files/dispolicy.pdf).*

Signature of Procard Holder \_\_\_\_\_ Date \_\_\_\_\_

Please tell us the various ways you've heard about the Boone Center. Check all that apply.

Member  You held membership previously  Facebook  Instagram  Twitter  Google  LinkedIn  TV  Mobile App  Magazine  
 Sales & Mktg. Dir. Holly Clark  UKNow  Commerce Lexington  Downtown Lexington Corp.  VisitLex  
 Attended Wedding/Event/Meeting Here  UK Alumni Assn.  Wedding Show  New Employee Orientation  
 UK Appreciation Day  Word of Mouth  Other \_\_\_\_\_

*For assistance with this form contact:*

Toni Graham-Business Officer [tgraham@uky.edu](mailto:tgraham@uky.edu)

**Phone:** (859) 257-1133