



SBF MasterCard Checklist

Do not use your card for:

Personal Use
ATM Transactions
Cash Advances
Charitable Donations
Consulting/Prof Services
Gift certificates
Hazardous/Radioactive Chemicals
Live Animals
Medical Provider Services
Any Services
Rents & Leases
Equipment Value >\$2,000
\$2,500 "per-transaction" Limit and monthly Transaction limit of \$10,000. Split ordering To make multiple Payments is prohibited.
Do not lend your card or Disclose your account Number to anyone.
You must present SBF Tax exempt certificate For all your NYS Purchases.

Entertainment

Itemized receipts

Detailed justification
List of Attendees & relationship
Itemized receipts
Copy of event Flyer/Invitation
Dept. ID if different from home

Itemized receipt must include date, vendor's name, address, description of items, purchase price.

Travel/Conference

Purpose of travel
Itinerary and dates of travel
Copy of event Flyer/Invitation
Itemized receipts
Dept. ID if different from Home

Airplane tickets
The backup must include name of passengers, destinations and dates of travel

Supplies

Shipment Address

Itemized receipts
Detailed Justification of purchase
Dept. ID if different from Home

All goods ordered must be shipped to a SBU Campus address. Deliveries to a home or personal address are strictly prohibited.

Account Manager Approval