**DEPARTMENTAL CREDIT CARD USE**

* The purpose of the card is to assist you in getting supplies for your lab, field work, research and studies. You may also use the credit card to register for conferences (memberships & lodging not allowed)
* Purchases must be for business purposes only and fall within the limitations of the index or grant being used. Your order cannot be above $5,000, unless you have prior approval from the AMBC Business Center.

*To start the process, send an email with the subject “Request to Purchase” to* [*Amber.Ahlgren@oregonstate.edu*](Amber.Ahlgren@oregonstate.edu)

**ALL REQUESTS SHOULD INCLUDE:**

* **Index# --** Also, be sure to CC the PI of the index when sending the request
* **Website --** Copy paste the link into the email that will take me directly to the item you want to purchase.
* **Description --** What kind of item is it, item number, color, size, etc.
* **Price --** Please include shipping and handling when calculating. If you do not give specific instructions on shipping (i.e. overnight, 2-day, etc.) I will automatically select the least expensive option.
* **Quantity**
* **Justification --** A brief description stating why the item is needed in relation to index being used

Orders will be shipped to Fisheries and Wildlife main office, Nash 104 (unless otherwise specified) and you will receive an email upon delivery. If you want your package delivered somewhere else you will need to *include a shipping address AND contact phone number.* If for some reason your package does not arrive during the specified time frame please contact me right away so we can resolve the issue as quickly as possible.

If you have any questions or need assistance please feel free to contact me.

541-737-4531 or email to [***Amber.Ahlgren@oregonstate.edu***](file:///\\casfiles.biossys.oregonstate.edu\Home\mooreamb\References\Amber.Ahlgren@oregonstate.edu)