



THE UNIVERSITY OF VERMONT  
**GRADUATE STUDENT SENATE**

## Using GSS Credit card

### Step 1

Go to GSS website and fill up the [GSS Purcard Reservation Request Form](#). If the GSS purcard is required to make a purchase, you should submit the form at least 48 hours in advance. GSS purcard may not be available if your event is scheduled on the same day as a GSS event. Please check the GSS Calendar of Events.

### Step 2

Schedule the pur-card pick-up from the GSS Treasurer. After purchase return the card as per as GSS treasurer suggests.

### Step 3

After the purchase, itemized receipts along with purchase description ('what', 'why', 'event' and 'attendees') must be emailed to the GSS treasurer within 72 hours of the purchase. Use the exact format "**GSS Purchasing Description Example**" for submitting this.

Please contact the GSS treasurer with any questions.

### Things to remember when you go for shopping

1. While shopping, before your check out please mention your card is tax-exempt. Also, a credit card receipt is NOT an itemized receipt. The tax-exempt number is written on top of the card.
2. If you are going to *Dollar Tree*, you should print out the "**UVM tax-exempt**" form.
3. If you are going to Costco, please email [disburse@uvm.edu](mailto:disburse@uvm.edu) to reserve the card. You can only pick up and return the card between 9am-4:30pm.
4. If it's a pizza order, please email "**Leonardo's pizza order example**" to the GSS treasurer. Remember GSS has a special discount with Leonardo, avoid self-ordering with the card.
5. If you would like to buy things from *Best Buy*, please take the Best Buy membership card from GSS Treasurer when you pick up the card.
6. Don't go to Walmart.

## Purchasing from Bookstore

You don't need the GSS credit card for any UVM Bookstore purchases. Just go to the departmental section and show your chart string number during check out.