Send application to Procurement AW Room 102

PROCUREMENT CREDIT CARD (ProCard) APPLICATION

Requester:

Name: _____ Title: _____

Dept: _____ Phone Ext. _____

Standard ProCard limit is: $2,500. Higher limits to meet special departmental requirements will be reviewed on a case by case by the Director of Procurement.

Single Transaction Limit: **$** _____

Cumulative Monthly Limit: **$** _____

Department Accounts Approved for use:

Fund	Dept ID	Program	Class	Project

Primary Administrator for approval of required monthly reporting:

Name _____ Title/Dept _____

Signature _____ Date _____

Secondary Administrator for approval of required monthly reporting:

Name _____ Title/Dept _____

Signature _____ Date _____

The Procurement Credit Card (ProCard) is granted with the understanding that all purchases made will be in accordance with the Procurement Credit Card (ProCard) Handbook.

Final review and approval for Procurement Credit Card (ProCard):

_____

Director of Procurement Signature Date