PROCUREMENT CREDIT CARD (ProCard) APPLICATION
(US Bank VISA One Card)

A completed Business and Administrative Services Common Finance System (CFS) Access Request Form for ProCard Access must be submitted with this application. This form can be found on the Campus Forms Webpage.

Card Type: **Purchasing Only (Standard)** ☐ **Hospitality** ☐

Requester (complete all fields):

Cardholder's Legal Name: _____ **Title:** _____

Department: _____ **Employee ID No.:** _____

E-mail address: _____**@csub.edu** **Campus Phone:** _____ **Mail Stop Code:** _____

Single Transaction Limit: $ _____ **Cumulative Monthly Limit: $** _____
The Standard Purchasing Delegation limit is $2,500

Default Chartfield:

Business Unit	Fund	Dept ID	Program	Project	Class
_____	_____	_____	_____	_____	_____

APPLICATION APPROVAL: By signing below, I approve this request for a ProCard for the above named Cardholder and have verified that employee is not a temporary employee nor student assistant, unless special permission granted from Procurement Director in writing and attached to this application.

Primary Approving Administrator:

Name	Title/Dept.	Signature	Date
_____		_____	

Secondary Approving Administrator:

Name	Title/Dept	Signature	Date
_____		_____	

*** GRANTS ADMINISTRATIVE APPROVAL:**

_____
GRASP Office Approval of Chartfield(s) (Required if Grant Funds are to be used) Date

FINAL REVIEW AND APPROVAL FOR PROCUREMENT CARD (ONE CARD) USAGE:

_____
Director of Procurement Signature Date

PROCUREMENT INTERNAL USE ONLY

- ☐ CFS ACCESS FORM RECEIVED OR EMAIL SENT
- ☐ ADDED TO EMAIL LIST
- ☐ ADDED TO SPREADSHEET
- ☐ CARD ORDERED TRAINING LINK SENT
- ☐ ADDED TO PEOPLE SOFT
- ☐ ACKNOWLEDGEMENT FORM

Comments: _____