



### Application for Procurement Card

Date: \_\_\_\_\_  
Mm/dd/yyyy

Every Applicant must have an Approving Official. The Approving Official should be the supervisor or manager responsible for approving purchases and who has signature authority for budgeted accounts. The Approving Official cannot be someone who reports to the Cardholder. Credit cards are delivered in approximately three weeks and are distributed at the end of Cardholder training.

**Cardholder Information:** Name will appear on the credit card exactly as shown in the space provided. Maximum length is 22 characters and should match your California's driver's license.

Print Cardholder's Name: \_\_\_\_\_

Title: \_\_\_\_\_ Signature: \_\_\_\_\_

Department: \_\_\_\_\_ Phone: \_\_\_\_\_

Email address: \_\_\_\_\_

**Approving Official Information:** This individual will be responsible for checking and approving your bank statement and monthly report.

Print Approving Official's Name: \_\_\_\_\_

Title: \_\_\_\_\_ Signature: \_\_\_\_\_

Department: \_\_\_\_\_ Phone: \_\_\_\_\_

Email address: \_\_\_\_\_

**Back-up Approving Official:** This individual will be responsible for approving your monthly submittals if the Approving Official is not available.

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Phone: \_\_\_\_\_

**Default Department Accounting Allocation:**

Account Code: \_\_\_\_\_ Fund Code: \_\_\_\_\_ Dept ID: \_\_\_\_\_

Program: \_\_\_\_\_ Class: \_\_\_\_\_ Project: \_\_\_\_\_

SUBMIT TO:  
Procurement  
Services,  
Campus  
Address:SA-2750