



CALIFORNIA STATE UNIVERSITY  
**FULLERTON**

**Contracts and Procurement  
e-Business Programs  
Department Pcard Application**

Use this form to request a new Procurement Card issued in the name of the Department

New Department Procurement Card Application (Choose Type Below)

Purchasing Restriction (Choose Type Below)

Responsible Person's Name:

Telephone # (657) 278-  
(Direct Extension)

CWID#:

Building/Room#:

Campus Email:

@fullerton.edu

Department Name:

Single Purchase Limit:

Monthly One Card  
or Maximum DB Pcard Expenditure Limit:

Explanation for single purchase limit over \$500:

ChartField to be Charged:

Default Fund (5) - Default Dept ID (5) Fund (5) - Dept ID (5) Fund (5) - Dept ID (5)

Approving Official:

Print Name

I hereby request a CSUF Department Procurement Card and agree to abide by the policies and procedures governing the CSUF Procurement Card. I understand that I will be responsible for tracking who uses the Department Pcard, and for collecting and submitting all required documents associated with user's purchases. I also understand that failure to submit all required documents in compliance with Procurement Card policy deadlines may result in revocation of the Department Procurement Card.

**Responsible Person's Signature:**

**Date:**

**Application Approval**

I hereby approve this request for a Department Procurement Card assigned to the above named Responsible Person. I authorize the committal of the above referenced CSUF ChartField(s) to all expenditures made on the Department Procurement Card account associated with this application. I certify that the above referenced Approving Official understands and accepts the role and responsibility as described in the Procurement Card Program's policy and procedures.

Department Head  
or Administrator

Print Name

Title

Signature

Date

Division Head or  
Designee

Print Name

Title

Signature

Date

Return the completed application to Contracts and Procurement, CP-300. Contact [ebusiness@fullerton.edu](mailto:ebusiness@fullerton.edu) with any questions.

**Contracts and Procurement Use Only**

Processed by:

Card #:

Process Application

ChartField Setup

Training Scheduled, Date: