



# CALIFORNIA STATE UNIVERSITY FULLERTON

## Contracts and Procurement e-Business Programs Procurement Card Application

Use this form to request a new Procurement Card account issued in an individual's name.

New Procurement Card Application (Choose Type Below)

Purchasing Restriction (Choose Type Below)

Cardholder's Name:

Telephone # (657) 278-

(Direct Extension)

CWID#:

Building/Room#:

Campus Email:

@fullerton.edu

Department:

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 Procurement Card and agree to abide by the policies and procedures governing the CSUF eBusiness Programs. I understand that I will be personally/financially responsible for any abuse, misuse, or purchase of prohibited items. I also understand that failure to submit all required documents in compliance with Procurement Card policy deadlines may result in revocation of my Procurement Card.

Cardholder's Signature:

Date:

### Application Approval

I hereby approve this request for a Procurement Card for the above named Cardholder. I authorize the committal of the above referenced CSUF ChartField(s) to all expenditures made on the Procurement Card associated with this application. I certify that the above referenced Approving Official understands and accepts the role and responsibility as described in the respective 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: