



THE CATHOLIC UNIVERSITY OF AMERICA

Strategic Sourcing and Business Services

Washington, DC 20064

Tel 202-319-5044 Fax 202-319-5047

Procurement Card Application

This Application Form is to be requested by the Manager or Supervisor of Staff receiving the Card.

Cardholder's Name (Last, First, Middle Initial):	Title/Position:
Employee ID Number (7 digits):	CUA E-mail Address:
Business Phone (include area code):	Alternative Phone (cell):
Department Name:	Campus Mailing Address:

Default Account Number

ACCOUNT (4 digits) 2000	FUND (2 digits)	ORG (6 digits)	PROGRAM (4 letters) PCARD	SUBCLASS (alpha-numeric)
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Other Org codes cardholder needs access to: List the Organizations numbers or Range(s).

_____	_____	_____
_____	_____	_____

Spending Limits: Select ONE of the two listed options.

Monthly Spending Limit: \$5,000 Single Purchase Limit: \$2,500	Monthly Spending Limit: \$10,000 Single Purchase Limit: \$2,500 <i>* Larger amounts require approval from Director of Procurement.</i>
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AUTHORIZATION:

Manager/Approver

I certify that I will perform the duties of Approver as detailed in the CUA Procurement Card Policy available on the Procurement Services website <http://policies.cua.edu/finance/purchasing/Procurement-card/Full-Procure-Card.cfm>; that I will review all the procurement card transactions in the SunTrust ESP system regularly to:

- Ensure that all charges are in compliance with CUA Procurement Card Program policy;
- Approve, inquire into or reject a transaction as appropriate;
- Ensure that all transactions are classified to the proper chart field codes and all receipts and paperwork are electronically filed in the system.

Approver's Signature: _____ Date: _____

Approver's Printed Name: _____ Title: _____

Signed and completed form to be submitted to the Procurement Department via:
1) e-mail: askprocurement@cua.edu; 2) Fax: 202.319.5047; or 3) Hardcopy: Leahy Hall LL40

Procurement Services use only:

PCard Administrator Approval	Date	Gen Accounting/Grants Approval	Date