

# Central State University

## Request for Procurement Card (ProCard)

This form is to be completed and forwarded to the ProCard Administrator in the Controller's Office to request the issuance of a University Procurement Card for 1) Travel, or 2) Other procurement transactions.

### SECTION 1 – Requestor Information (submit one request per person)

Employee name: \_\_\_\_\_ Title \_\_\_\_\_  
 Department name: \_\_\_\_\_ Org code: \_\_\_\_\_  
 Supervisor: \_\_\_\_\_ Dept. VP: \_\_\_\_\_

### SECTION 2 – Accounting Information

Travel: Fund: \_\_\_\_\_ Org: \_\_\_\_\_ Account: \_\_\_\_\_ Program: \_\_\_\_\_  
 Goods & Srv. Fund: \_\_\_\_\_ Org: \_\_\_\_\_ Account: \_\_\_\_\_ Program: \_\_\_\_\_

### SECTION 3 – Rationale for Procard request

*Please explain why the nature of the employee's job duties requires the employee to be granted a Procard. For example, the employee is required to travel with a group of students; or, the employee's position requires the employee to travel more than 8 times per year; or, a department needs to purchase small dollar items for limited goods and service that are not under contract in an emergency situation. **Be specific.***

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Submitted by: \_\_\_\_\_ Date: \_\_\_\_\_

Select the type of Card:  Travel Card  Business Card (not to exceed two cards per department)

### SECTION 4 - Approval

Department	Date	Administration & Finance	Date
➔		➔	
1. Director/Dean Signature		3. Candy Carr, Controller <input type="checkbox"/> Approved <input type="checkbox"/> Denied	
➔		➔	
2. Division Head/Vice President Signature		4. Curtis Pettis, VP Admin & Finance <input type="checkbox"/> Approved <input type="checkbox"/> Denied	

If the card is approved, the employee will be allowed to pick-up their Procard once a valid Purchase Order number is provided to the Controller's Office – Procard Administrator. PO# \_\_\_\_\_