

Central State University
Request for University Procurement Card (ProCard)
Form
(Authorization)

This form is to be completed and forwarded to the ProCard Administrator, Central State University Controller, to request the issuance of a University Procurement Card for travel procurement transactions, per CSU Policy 511 and Procedure 511.1.

Requestor _____ Title _____

Organization _____

Accounting Info:

Fund: _____ Area: _____ Org: _____ Object: _____

Rationale for Issuance of Procurement Card:

Approvals:

1. _____
Requestor Date

4. _____
VP for Admin. & CFO Date

2. _____
Director/Dean Date

5. _____
Controller Date

3. _____
Division Head Date