

**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:*

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*Approvals:*

1. \_\_\_\_\_  
Requestor Date

4. \_\_\_\_\_  
VP for Admin. & CFO Date

2. \_\_\_\_\_  
Director/Dean Date

5. \_\_\_\_\_  
Controller Date

3. \_\_\_\_\_  
Division Head Date