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 __________

2. Director/Dean __________________ Date __________

3. Division Head __________________ Date __________

4. VP for Admin. & CFO __________________ Date __________

5. Controller __________________ Date __________

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