

# Procurement Card Application

Office of Procurement and Strategic Sourcing • Procurement Card Program



## APPLICANT/ACCOUNT INFORMATION

Applicant's Name (as it will appear on card)		Applicant's Department	
Applicant's Building Name and Room Number If off-campus, enter street address		Applicant's Division	
Applicant's Campus E-mail Address		Applicant's Campus Phone	Applicant's Campus Fax
Applicant's Signature		Date	Last Four Digits of SSN (this will be your ID Number)
Cost Center	Fund Number	Grant* / Internal Order	
Fund Type:	Local	Discretionary	Grant*      Other: _____

## PROCUREMENT CARD PURCHASE LIMITS

\$ _____ Monthly Spending Limit	(Maximum \$5,000)	\$ _____ Single Transaction Limit	(Maximum \$1,000)
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## ACCOUNT MANAGER AUTHORIZATION

I, the undersigned Account Manager, do hereby accept responsibility for assuring that all expenditures charged to the Procurement Card for accounts under my signature authority are expended in accordance with Federal, State, and funding source requirements and sufficient funds are available in the account designated above. I acknowledge that I may be held personally liable for expenditures that do not conform to applicable Texas State University rules, regulations, and policies and procedures or exceed the fund balance. IF THE ACCOUNT MANAGER IS THE APPLICANT, A SIGNATURE FROM THE NEXT LEVEL UP IS REQUIRED.

Account Manager's Printed Name	Account Manager's E-mail Address
Account Manager's Signature	Date

## \*SPONSORED PROGRAM AUTHORIZATION

ATP/ARP grants from the Coordinating Board cannot be issued Procurement Card because the funds are in the State Treasury and have restrictions about the purchase of equipment. Procurement Card applications for all other sponsored program accounts will be routed by the Purchasing Office to Grants Administration for review and are subject to limitations based on the budget approved by the funding source.

OSP Signature	Date	Sponsored Program End Date
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