

# University Corporation at Monterey Bay

## Procurement Card Application

### Section 1 - Cardholder Information

Last Name	First Name	Middle Initial
Cardholder's Email Address	Campus Telephone Number	Cardholder's Title
Cardholder's Otter ID		
Employment Status	Full Time	Yes
	No	If no, not eligible for ProCard

Statement Address or CSUMB Building and Room Number

Account String:	Unit	Account	Fund	DeptID	Class	Incentive	Program
	MB075						

### Section 2 - Approving Official ("AO") Information (AO must be authorized to sign for above Account string)

Last Name	First Name	Middle Initial
Email Address	Campus Telephone Number	Approving Official's Title

### Section 3 - Card Information

<b>Standard Limits:</b>	<b>Optional Limits:</b>
Standard Single Transaction Limit    \$2,500	*Higher Single Transaction Limit: _____
Standard Monthly Dollar Limit        \$5,000	*Higher Monthly Dollar Limit: _____
*Please include justification for these requests with the application	

The standard transactions that are blocked on every card are: Airline Tickets; ATM (cash advances); Travel Agencies; Rental Vehicles. Note that restaurant/other food purchases if charged to the Procurement Card shall be non-travel related. Please refer to Procurement Card Manual for other Prohibited and Conditional Uses. The Corporation Procard is intended to be used for small dollar purchases. All purchases must be in compliance with the procedures and guidelines defined in the Corporation Procurement Card Manual. Failure to adhere to policies and procedures may result in revocation of the card and personal liability.

### Section 4 - Signatures/Approvals

**Approving Official:**

I approve the issuance of the Corporation Procurement Card to this individual, and I agree to serve as Approving Official for this Procurement Card.

Name (Print)	Signature	Date
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**Cardholder:**

As Cardholder, I have read and understand the Corporation Procurement Card Manual and Procurement Policy and Procedures. I agree to accept responsibility for the protection and proper use of this Procurement Card.

Name (Print)	Signature	Date
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**University Corporation Accounting Dept Signature (only needed if involving Sponsored Project Funds):**

Name (print)	Signature	Date
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