

CREDIT CARD REQUEST FORM

Credit Card Type(s):

Please select one option, plus one sub-option if applicable:

- P-Card
 Declining Balance Card
 Instant Card

 Short-Term

 Vendor

Card Holder Name: _____

CWID#: _____

Division: _____

Campus Email Address: _____

Campus Telephone: _____

Mobile/Cell Phone: _____

Please ONLY fill the box for the card selected above				
	P-Card	Declining Balance		Instant
		Short-Term	Vendor	
Credit Card Effective Dates*				
	4 years	1 year	1 year	
Credit Card Limits **				
Single Purchase Limit:	\$2,000	\$4,500	\$4,500	N/A
Card Limit:	N/A	N/A	N/A	
Monthly Limit:	\$5,000	N/A	N/A	N/A
Total Annual Requested Credit:	N/A			N/A

*All P-Cards and Declining balance credit cards have automatic and renewing effective dates, unless Cardholder requests otherwise.
 **All P-Card single and monthly purchase limits are automatically set at a maximum of \$2,000 single purchase limit and \$5,000 monthly limit, unless a justification for increased limits is submitted for approval.

ACCOUNTING CODES				
ChartField to be Charged:				
Account*	Fund*	Dept ID*	Program*	Class*

**All ChartFields Required*

ATTESTATION

Cardholder

Print Name:

Signature:

Date:

I am an eligible Cardholder and I hereby request a CSUF credit card. I agree to abide by the Procurement Card Program Policy Manual and all CSUF eBusiness Programs policy and procedures. I understand that I will be personally/financially responsible for any abuse, misuse, or purchase of prohibited items. I also understand that failure to submit all required documents in compliance with Procurement Card Program deadlines may result in suspension of my credit card.

Approving Official

Print Name:

Signature:

Date:

I hereby approve this request for a CSUF credit card for the eligible Cardholder. I authorize the committal of the referenced ChartField(s) to all expenditures made on the credit card associated with this application. I certify that I understand and accept the role and responsibility as described in the Procurement Card Program Policy Manual and all respective program's policy and procedures.