

CALIFORNIA STATE UNIVERSITY, FULLERTON
eBusiness Programs
Purchasing Card Application
 Use this form to request a new Purchasing Card
This card is not valid for the purchase of travel related expenses

Cardholder's Name: Telephone # (657) 278-
 (Direct Extension)
 CWID#: Building/Room#: @fullerton.edu
 Campus Email:
 Department:
 Single Purchase Limit: Monthly Limit:
 Explanation for single purchase limit over \$500:

ChartField to be Charged: - - -
 Default Fund (5) Default Dept ID (5) Fund (5) Dept ID (5) Fund (5) Dept ID (5)

Have you ever had a Procurement Card revoked?

I hereby request a CSUF Purchasing Card and agree to abide by the policies and procedures governing the CSUF eBusiness Programs. 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 Purchasing Card policy deadlines may result in revocation of my Purchasing Card.

Cardholder's Signature: **Date:**

Application Approval

I hereby approve this request for a Purchasing Card for the above named Cardholder. I authorize the committal of the above referenced CSUF ChartField(s) to all expenditures made on the Purchasing Card associated with this application. I certify that the referenced Approving Officials understand and accepts the role and responsibility as an approving official described in the respective program's policy and procedures.

Approving Official/
 Department Head

Print Name Title
 Signature Date

Division Point of
 Contact/COO

Print Name Title
 Signature Date

VP/VP Designee

Print Name Title
 Signature Date

Contracts and Procurement Use Only						
Processed by:			Date:	Card ID #:		
EV	Database	ETC	Date/ID	ETC Email	Training Cert Received	Card Ready for Pickup