

PROCUREMENT CREDIT CARD CARD REQUEST & UPDATE FORM

Chico State Enterprises University Foundation Research and Sponsore			
New Cardholder Reques Update Existing Cardho Approval change	older Account (please check all that apply)	☐ Monthly Purchase Limi	t change
SECTION 1: Cardholder Infor	mation		
Cardholder's Name:		Employee ID:	
Cardholder's Cell Phone ¹ :		Cardholder's Extension:	
Default Project Number:		Dept. Zip:	
-	edge that I am responsible for any perso		t directly related to
Cardholder:	Signature Date		
¹ Cell phone number is used to alert cardholder of any fraudulent activity and will not be used for any other purpose.			
SECTION 2: Card Spending Li	mits – To be completed by the Project Dire	ctor	
Single Purchase Limit: (\$100 - \$2,999) \$		Monthly Purchase Limit: (\$100 - \$10,000) \$	
SECTION 3: Approval (MUST be on Signature Authorization of Default Project Number)			
I approve issuance of a procurement card and/or changes to an existing cardholder's account as identified above. By approving a new cardholder, I am authorizing the designated individual, after appropriate cardholder training, to make purchases on behalf of the department up to the Single Purchase and Monthly Purchase Limits identified above. I acknowledge that any unallowable or unsubstantiated purchases will be charged to the default project number listed above. Approving Official ² : Printed Name			
Director of Default Project Number	Signature	Printed Name	Date
Project Director:	Signature	Printed Name	Date
Dean ³ : Required for New Cardholder Requests only	Signature	Printed Name	Date
Note: Approving Official must have organizational oversight authority over cardholder. Approving Official is responsible for ensuring purchases are reasonable, allowable, allocable, and for CSE business only.			
CSE Approval:	Signature	Printed Name	Date

Submit to Chico State Enterprises via email at $\underline{\mathsf{csepcard@csuchico.edu}}.$