CALIFORNIA STATE UNIVERSITY CHICO
FINANCIAL SERVICES

PROCUREMENT AND
CONTRACT SERVICES
KENDALL HALL ROOM 206
CHICO, CA 95929-0244
530-898-5134
www.csuchico.edu/purc

Procurement Credit Card Request and Update Form

This form shall be completed and submitted to request a new procurement credit card or update an existing card. Submit completed form to Procurement & Contract Services, zip 244.

REQUEST TYPE

☐ New Cardholder

☐ Update Existing Cardholder Account (please check all that apply.)

- ☐ Change card spending limits (check one) ☐ monthly or ☐ single
- ☐ Change approving official/reconciliation designee
- ☐ Change ☐ name or ☐ department
- ☐ Change default chartfield

CARDHOLDER INFORMATION

Legal Name: _____ Chico State ID#: _____
First Name MI Last Name

Position: _____ Department Name/ZIP: _____

Phone Number: _____ Email: _____

CARD SPENDING LIMITS

Monthly Credit Limit: $ 5,000 Single Transaction Limit: $ 2,500

DEFAULT STATE CHARTFIELD

This chartfield will automatically appear on the CFS reconciliation screen. Alternate chartfields may be entered when reconciling.

Account	Fund	DeptID	Program (optional)	Class (optional)	Project (optional)

RECONCILIATION DESIGNEE - *Individual will be responsible for monthly reconciliation of statement charges in CFS.*

Designee Name: _____ Chico State ID#: _____

Phone Number: _____ Email: _____

CARDHOLDER ACCEPTANCE

I accept issuance of a procurement credit card and/or changes to existing cardholder's account as identified above. I understand I am responsible for statement reconciliation in the absence of a designee. I understand and agree that by accepting a procurement credit card, I am considered to be in a designated position and thus subject to CSU's conflict of interest code. This requires me to complete the Statement of Economic Interest (Form 700) as well as complete on-line ethics training as required by the conflict of interest code.

Cardholder: _____
Signature Print Date

APPROVING OFFICIAL

Approving official must have organizational oversight authority over cardholder. Approving official is responsible for ensuring purchases are reasonable, appropriate and for official university business only.

I approve issuance of a procurement credit card and/or changes to existing cardholder's account as identified above. I understand and agree that by authorizing and approving the issuance of a procurement card I will attend a procurement training before I can approve the cardholder's statement, and further understand that I am considered to be in a designated position and thus subject to CSU's conflict of interest code. This requires me to complete online ethics training as required by the conflict of interest code.

Approving Official: _____
Signature Print Name Date

Procurement Approval: _____

USB Access____CFS Access____HR____PCC____700____COI____Training_____File____