

# US Bank Purchasing Card Application "ProCard"

Date: \_\_\_\_\_

**Employee Information**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_  
 Department: \_\_\_\_\_ E-Mail: \_\_\_\_\_@calpoly.edu  
 Phone #: \_\_\_\_\_ Bldg. & Room # \_\_\_\_\_

**Do you have access to PeopleSoft Financials?**  Yes  No

If you checked "NO", please request access by submitting a CMS account request through the Cal Poly Portal Technical Service Request. Access to PeopleSoft Financials is required to complete your monthly statement reconciliation.

**Monthly Credit Limit requested** \_\_\_\_\_

Single Purchase Limit (policy) \$2500.00

If credit limit requested is more than \$15,000, approval from the Assistant VP of SBS is required.

**Default Chartfield String:**

Fund	Dept. ID	Account #	Program	Project	Class

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Approving Official:** Per ICSUAM 3103.03, the Approving Official must ensure compliance with procurement card policies and with CSU, campus, state, fiscal and procurement rules by reviewing the cardholder's transactions for appropriateness, adequate documentation is received, identifying possible violations and taking appropriate actions if violations are found and notifying the ProCard Administrator of changes in departmental program participants.

Note: An Approving Official is defined as an employee with a classification of MPP, Department Head, Department Chair, or Confidential Employee.

**Approving Official: Signing below confirms you have read the ProCard Policy Manual and understand your role and responsibilities in the reconciliation process.**

Name of Approving Official: \_\_\_\_\_ Title of Approving Official: \_\_\_\_\_

Approving Official Signature: \_\_\_\_\_ Approving Official Email: \_\_\_\_\_

Procurement Spc. Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For Internal Use Only**

AVP of SBS Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# US Bank Purchasing Card Application "ProCard"

## Instructions:

**When to use this form:**

Use this form to apply for a University Purchasing Card to pay for low risk, low-dollar goods valued at \$2,500 or less that do not require a Purchase Order. It is designed to delegate authority and responsibility to enable users to quickly and conveniently make low-dollar purchases, therefore it is the best payment solution for such goods and should always be considered before other methods, especially reimbursement.

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**Employee Information**

The Cardholder's information is required in this section. First and Last Name should be the same as it appears on the applicant's Driver's License or Passport. All six (6) sections are required. The phone number is the Cal Poly Directory phone number associated with the applicant's name.

Please date the form.

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**Card Financial Information**

Indicate whether the applicant has PeopleSoft Financials Access. Access is required to complete monthly reconciliations on the applicant's ProCard. If the applicant does not have access please request access by submitting a CMS account request through the Cal Poly Portal Technical Service Request.

Fill in the Monthly Purchase Limit Requested. This limit will be determined by the Department Budget Analyst and Approving Official. If the credit limit requested is more than \$15,000, approval from the Assistant VP of SBS is required, and will be handled by the ProCard Administrator.

By ProCard Policy, the Single Purchase Limit is automatically set at \$2500.00.

Indicate the Chartfield String for the ProCard to default to in PeopleSoft. The Chartfield String will be determined by the applicant's Department Budget Analyst, Approving Official, or Administrative Analyst. The Fund, Dept. ID, and Account are required fields.

The Applicant is required to sign and date the form.

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**Approving Official**

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The Approving Official, will fill in their name, title, email, and sign the form.

The Procurement Specialist for the department must sign as well. If you are unsure of your Procurement Specialist, please visit Find your P2P Team: <https://afd.calpoly.edu/procure-to-pay/>

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For more information on the ProCard Program, please visit: <https://afd.calpoly.edu/procure-to-pay/how-to-pay/procard/>

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Any questions?

Contact ProCard Administrator at [procard@calpoly.edu](mailto:procard@calpoly.edu) or call 6-2232