



Employee Information

First Name: _____

Last Name: _____

Department: _____

E-Mail Address: _____

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. Access to PeopleSoft Financials is required to complete your monthly statement reconciliation.

Monthly Credit limit requested _____

If credit limit is more than \$10,000, approval of Strategic Business Services Procurement Specialist is needed. If it is \$20,000 or greater, approval from the Director of SBS is needed.

Chart of Account Information

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 cardholders transactions for appropriateness, adequate documentation is received, identifying possible violations and taking appropriate actions if violations are found and notifying the card program 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 _____

Signature of Approving Official: _____ Date: _____

Approving Official Email Address: _____

SBS Procurement Signature: _____

Any questions? Contact ProCard Administrator at procard@calpoly.edu or call 6-2232