



**PURCHASING CARD (P-CARD) APPLICATION**

**Cardholder Name:** \_\_\_\_\_ **Department:** \_\_\_\_\_  
**Phone No.:** \_\_\_\_\_ **Email:** \_\_\_\_\_

The above named cardholder is being entrusted with a purchasing card (p-card) to make financial commitments on behalf of Lake Superior State University. The cardholder will be allowed to purchase good on an “as needed” basis, with specified restrictions as outlined in the p-card manual.

Upon receipt of the p-card, the Purchasing Department will contact the cardholder to schedule p-card training. Upon completion of training the cardholder will be required sign an Employee Agreement indicating their understanding of the p-card program, and their responsibilities associated with use of the p-card. The cardholder will follow the established procedures for use of the p-card. Failure to do so will result in revocation of the p-card or other disciplinary actions. Should the named cardholder terminate employment with the University, the Departmental Budget Manager has the responsibility to reclaim the p-card and return it to the Purchasing Department prior to the employee’s termination date.

<p><b>To be completed by the requesting department budget manager:</b></p> <p><b>Requested single transaction limit:</b> \$ _____ (not to exceed \$500)</p> <p><b>Requested monthly credit limit:</b> \$ _____ (not to exceed \$1,000)</p> <p><b>Card is authorized for university sponsored travel?</b> _____ <b>YES</b> _____ <b>NO</b></p>
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**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(Cardholder)

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(Budget Manager)

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(Vice President)

<p><b>Human Resources</b></p> <p><input type="checkbox"/> <b>Approved</b></p> <p><input type="checkbox"/> <b>Approved with stipulations – detail:</b> _____</p> <p><input type="checkbox"/> <b>Not Approved</b></p> <p><b>Signature:</b> _____ <b>Date:</b> _____</p>
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**RETURN COMPLETED APPLICATION TO THE PURCHASING DEPARTMENT**