

SAINT MARY'S COLLEGE
PROCUREMENT CARD APPLICATION/MAINTENANCE FORM

Use this form to apply for a card or update your card profile

The Saint Mary's College Procurement Card program enables cardholders to quickly and conveniently purchase business related goods and services directly from vendors that accept MasterCard. Because the Procurement Card eliminates the need to create, approve, process and track purchase orders, use of the Procurement Card significantly reduces procurement time for many purchases. However, use of the Procurement Card requires that the cardholder and his/her supervisor assume responsibility for obtaining appropriate receipts and documentation. Please refer to the PROCUREMENT CARD USER GUIDE for a complete description of cardholder and supervisor responsibilities as well as other important program guidelines.

Basic Information *check one:* New Cardholder Existing Cardholder

Applicant/Cardholder Name E-Mail Address Campus Phone

Department Head's Name E-Mail Address Campus Phone

Department Department Address Default Dept #

* See the PROCUREMENT CARD USER GUIDE for specific responsibilities of the cardholder's supervisor.

Individual Transaction Limit (subject to approval by the Director of Purchasing)

\$200 \$500 Other **\$_____

** For requests in excess of \$500, attach a brief memo describing the type, frequency and amount of anticipated purchases.

Monthly Credit Limit \$ _____ (subject to approval by the Director of Purchasing)

Allowable Transactions (subject to approval by the Director of Purchasing)

While the Procurement card may be used for a wide variety of purchases, certain general restrictions apply (see the PROCUREMENT CARD USER GUIDE). However, the card may be tailored to the specific needs of your department. If applicable, list and explain those general restrictions you wish to have waived or added for this Procurement Card. For restrictions you wish to waive, indicate type(s) of purchases, business purpose, frequency and typical amounts:

Approval

Applicant/Cardholder Signature Date

Department Head Signature Date

Division VP Signature Date

Send completed form to: Director of Purchasing 155 Facilities Building
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