

# REQUEST FOR PROCUREMENT CARD

## INTRODUCTION

In order to obtain a RWU Procurement Card you must fill out the following application. THIS IS NOT A CREDIT APPLICATION. It is an application to verify that you qualify under RWU guidelines for the card. A request does not guarantee approval. You must be a permanent RWU employee. Benefits to both you, as the cardholder, and to RWU must be demonstrated in order to justify the issuance of a card.

Upon completion of the request, the appropriate personnel must approve this form. When approved, you will be notified so that you can make an appointment with Purchasing Department to review and sign the CARDHOLDER AGREEMENT FORM/USER GUIDE. Any questions you may have about the use of the card and your responsibilities as a cardholder will be answered at that time.

## APPLICATION

Department Name \_\_\_\_\_

Card to be issued to: \_\_\_\_\_  
(Please print legibly) Name of Department Head or Individual

Department Administrator Name \_\_\_\_\_ Title \_\_\_\_\_  
(Must be designated for each department card)

RWU Phone # \_\_\_\_\_ Email: \_\_\_\_\_

Card Justification (This should include the need for the card, what the card is to be used for such as types of purchases, why this individual would benefit from the card and how

\_\_\_\_\_  
\_\_\_\_\_

## Required Signatures:

Requestor \_\_\_\_\_ Date \_\_\_\_\_

Supervisor \_\_\_\_\_ Date \_\_\_\_\_

Dean/Department Head \_\_\_\_\_ Date \_\_\_\_\_

Accounting Manager \_\_\_\_\_ Date \_\_\_\_\_

Procurement Card Manager \_\_\_\_\_ Date \_\_\_\_\_

## For Purchasing Use Only

Date Issued:	Card Number:
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