

**OFFICE OF PROCUREMENT SERVICES
PURCHASING/TRAVEL CARD APPLICATION**

Section One

This card will be used for (Please mark all that apply):

Purchasing of commodities

Travel Related Expenses (if you mark Travel Related Expenses, you must complete Section 2)

Please note in order to apply for a Travel Purchasing Card you must meet at least one of the following requirements:

- **Traveling with students**
- **Traveling more than once per semester or more than three times per fiscal year**

Section Two (Only complete this section if you marked Travel Related Expenses from section 1)

For Individual Travel:

of times traveling per semester _____ or per fiscal year _____

FOR GRANT TRAVEL (Signatures are required):

I, _____, as the project director, hereby acknowledge my responsibility to assure all purchases made by the cardholder are in accordance with both MSU and the funding agency guidelines, and that proper documentation will be maintained.

Project Director Signature

Date

In the event any purchase made by the cardholder is determined to be unallowable, or if the grant/contract budget is overspent, the expenditure(s) may be charged to our department account number.

Department Chair/Dean Signature

Date

Section Three

Cardholder Name: _____ Department Name: _____

University Phone Number: _____ University Address: _____

Date of Birth: _____ Last 4 digits of Social Security No: _____

Budget Account Numbers (Please list all that apply and include **Fund, Unit & Object Code**):

If card is lost or stolen, the user department has the responsibility to notify PNC Bank, MSU Police Department, and MSU Office of Procurement Services immediately. The credit card is to be used by the named cardholder only. Should a cardholder terminate employment with the university, the user department has the specific obligation to reclaim the card and return to the Office of Procurement Services prior to the employee's termination date. Cardholders may not make personal purchases with the card. Non-adherence to any of the above procedures may result in the revocation of the individual cardholder privileges.

Cardholder's Signature

Date

Cardholder's Supervisor's Signature

Date

Next Up Line Supervisor's Signature

Date