

**TEXAS STATE UNIVERSITY
PROCUREMENT CARD (P-CARD) PROGRAM
CARDHOLDER/DEPARTMENT CARD APPLICATION**

Once completed please email form to: p_card@txstate.edu

New Application		Name Change
Type of Card:	Individual	Department Card

Individual/Custodian Name: (as it will appear on the card) If you have multiple cards, please use the same name used for existing cards. _____

Department Name: _____ Bldg/Rm: _____

Net ID: _____ Teams Phone #: _____ Office #: _____

Last Four Digits of SSN: _____ Person ID #: A _____
(This will be your verification number)

Name Change From: _____ To: _____

Last Four Digits of the Card #: _____

Default Funding Source:

P-Cards are not allowed on state-appropriated funds, student, or club accounts, or otherwise restricted.

Cost Center	Fund Number	*Grant/Internal Number
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Procurement card limits if other than the default limits of \$10,000 per cycle limit and \$2,000 per single transaction limit:

Cycle Limit: _____ Single Transaction Limit: _____

Responsibilities of the cardholder/custodian:

- Must take training course before the P-Card can be released.
- Must follow the purchasing guidelines in [UPPS 05.02.02](#).
- Must agree to buy within the delegated limits approved.
- Must secure the card in a safe place.
- Must complete a monthly P-Card log/statement if there are charges.
- Must have itemized receipts.

I understand that I must be an employee of Texas State University. I agree to the responsibilities listed above and to follow the procedures set forth in the “Procurement Card Guidelines and Procedures Manual.” Upon the issuance of the card, I understand the improper use of this card may result in disciplinary action, up to and including termination of my employment.

Applicant's Printed Name Applicants Signature Date

Account Manager's Authorization

The account manager is responsible for the following:

- Must follow [UPPS 03.01.09](#) Fiscal Responsibilities of Account Managers at Texas State
- Authorizing employee to receive a P-card and set his/her P-Card limits if different than the default limits.
- Monitor accounts being used by cardholder/custodian to ensure sufficient funds are available.
- Review the accounts and object codes used; review and compare all receipts with each month's transactions.
- Verify that all transactions are for university business only.
- Is responsible for reviewing purchases thoroughly each month by reviewing receipts which is necessary to prevent fraudulent use of the P-Card
- Complete the P-Card Cancellation Form and send to the P-card analyst at p-card@txstate.edu when employee terminates employment, is assigned other duties, or transfers to a different Department.

I, the undersigned account manager, do hereby accept responsibility for assuring that all expenditures charged to the Procurement Card for accounts under my signature authority are expended in accordance with Federal, State, TSUS Rules and Regulations, University Policy and Procedure Statements, Procurement Card Guidelines and Procedures Manual, funding source requirements, and that sufficient funds are available in the account designated above. I understand my responsibilities listed above.

IF THE ACCOUNT MANAGER IS THE APPLICANT, A SIGNATURE FROM THE NEXT LEVEL UP IS REQUIRED.

Account Manager's Printed Name

Account Manager's Signature

Account Manager's Net ID

Date

*Sponsored Programs Authorization

Procurement Card applications for all sponsored programs accounts will be routed to Grants Administration for review and are subject to limitations based on the budget approved by the funding source. After the account manager has approved the application, send the form to grants@txstate.edu for their approval.

OSP Printed Name

OSP Signature

Date

Sponsored Program end date: _____

Purchasing Department Use Only:

P-Card Analyst

Date Application Entered

Hierarchy: _____ - _____ - _____ - _____