

PROCARD APPLICATION
Controller's Office | Purchasing

Instructions: Complete form in entirety and check applicant type and campus.

Applicant Type:

- New Applicant
 Department Change
 Other _____

Campus:

- Stockton
 San Francisco
 Sacramento

Steps To Receive Procard:

1. Complete Procard Application, Cardholder Agreement, Signature Verification, and Reconciler Agreement, forms in entirety.
2. Cardholder and/or reconciler must register and complete training at <http://go.pacific.edu/MyLearning>.
It is suggested cardholders and reconcilers attend training every three years.
3. Submit completed form(s) to purchasing@lists.pacific.edu or by fax (209) 946-7363.
4. Upon receipt and processing of completed forms Procard access will be granted and sent by email.

APPLICANT INFORMATION

Legal Name: _____ Phone: _____

Signature: _____ Dated: _____

Email Address: _____@pacific.edu Employee ID: _____

Department Name: _____ Division Name: _____

Check box if **Cardholder** has received Procard training in the past three years. Date (if known): _____

Reconciler Name: _____ Monthly Limit: _____

AUTHORIZED INDEX(ES)

Instructions: List authorized index(es) as designated for cardholder.

Index	Index Description	Index	Index Description

Check box if additional list of indices is attached. Additional sheet(s) must be initialed by Budget Manager.

DEPARTMENT APPROVAL

Supervisor/Dean Name: _____

Signature: _____ Dated: _____

Budget Manager Name: _____

Signature: _____ Dated: _____

Check box acknowledging cardholder and reconciler are receiving delegated authority per index(es) above.

FOR PURCHASING OFFICE USE ONLY:

Processed By: _____ Date: _____

Approved By: _____ Date: _____