

PROCUREMENT CREDIT CARD APPLICATION

Completed form **must** be submitted electronically via email or delivered hardcopy to Procurement and Contracts (WH B485). Requester name must match official name as listed in employment records, do not use short name, abbreviations, nicknames or aliases.

Cardholder must comply and adhere to all requirements of the Procurement Card Policy which include responsibility for all transactions on the P-card, dispute resolution directly with US Bank, and timely completion and submittal of monthly reconciliation statement in accordance with policy guidelines. Approving Official is responsible for review and approval of all charges on cardholder’s monthly reconciliation statement prior to submittal to Accounts Payable.

Request Type	New Card	Replacement Card	
	Change to Existing Card (Reason): _____		
Employee Type	Staff	Faculty	Annual Renewable Hire
Note: The P-card program is available to CSU employees only (faculty, staff and annual renewable hires). Temporary staff, whether from agencies or via emergency hire program, retired annuitants, volunteers, students and student assistants are NOT eligible for the P-card program.			

Statement of Economic Interest (California Form 700)
All cardholders are required to complete and submit a Statement of Economic Interest (California Form 700) each year. Please contact Human Resources for more information at www.csudh.edu/hr or (310) 243-3771

Requester Information					
Requester: _____	Department: _____				
Phone Number: _____	PeopleSoft Employee ID: _____				
Email: _____	Requested Monthly Limit: _____				
Default Chartfield:					
<input style="width: 100px; height: 20px;" type="text"/>	<input style="width: 100px; height: 20px;" type="text"/>	<input style="width: 100px; height: 20px;" type="text"/>	<input style="width: 100px; height: 20px;" type="text"/>	<input style="width: 100px; height: 20px;" type="text"/>	<input style="width: 100px; height: 20px;" type="text"/>
Account	Fund	Department	Program	Class	Project

Approvals		
Requester Name: _____	Requester Signature: _____	Date: _____
Approver Name: _____	Approver Signature: _____	Date: _____
Dean/VP Name: _____	Dean/VP Signature: _____	Date: _____
Note: A new application will be required when requesting a change in Approver.		