



Purchasing Card Application Form

Complete Section 1 and have the budget administrator complete Section 2. The completed form should be forwarded to the Purchasing Department for processing.

Section 1 – Cardholder Information

_____	_____	_____
Last Name	First Name	M.I.
_____		_____
DSU Phone Number		Dixie ID #

DSU Purchasing Cards are used for approved University purchases not to exceed single transaction and/or monthly credit limit. Only eligible University business expenses may be charged to the PCard; personal purchases are strictly prohibited; all PCard transactions must be supported by original proof of purchase or credit documentation; and all transactions must be reviewed by a person other than the cardholder.

All PCards are the property of Dixie State University. If a card is lost or stolen immediately notify the following: PCard Program Administrators (ext. 7613 or 7612), US Bank Customer Service (1-800-344-5696), and your PCard Coordinator. Improper or fraudulent use of the PCard will result in disciplinary action, including possible termination.

Section 2 – Budget Administrator Information and Approval

_____	_____	_____
Coordinator’s Name	Extension	Banner Username
_____	_____	_____
Budget Administrator’s Name	Extension	Banner Username
_____	_____	
Default Index Code	Budget Administrator’s Signature	
(All applicants must have approval of their supervisor/budget administrator to obtain a PCard.)		

If different than the default: Transaction Limit _____ Cycle Limit _____

Section 3 – Acknowledgement of Receipt

I hereby acknowledge receipt of Purchasing Card # _____ Exp. Date _____

Signature of Cardholder _____ Date _____

Section 4- Card Return

I hereby acknowledge return of Purchasing Card # _____ Exp. Date _____

Signature of PCard Administrator _____ Date _____

Reason for Return _____