Procurement Cardholder Application/Agreement

Type your information onto this form and print it out. When finished, please click the "Clear Form" button before closing.

---------- APPLICATION SECTION ----------

Clear Form Data

Requestor's name: _____ Request Date: _____
(Please Print or Type)

Department: _____ Position: _____

R-Card number: _____ Email address: _____

Campus Address: _____ Business Phone: _____

Default Fund-Org:_____

---------- TO BE FILLED OUT BY FINANCE ----------

standard limits are ($5,000/$1,000) attach separate sheet justifying need for larger limits.

Spending Limit: _____ Single transaction limit: _____

---------- TO BE FILLED OUT BY DEPT. HEAD ----------

Department Head Name: _____ Approving signature: _____
(Please print)

Assigned Cardholder's Delegated Administrator: _____
(Backup for stmt reconciliation training required)

---------- CARDHOLDER AGREEMENT SECTION----------

The Procurement Card is to be used only to make purchases at the request of and for the legitimate business benefit of Rollins College.

The Procurement Card must be used in accordance with the provisions of the Procurement Card Program Cardholder Handbook and in accordance with policies and procedures established by Rollins College for Procurement Card use.

Violations of these requirements may result in revocation of use privileges and/or disciplinary action, up to and including termination of employment and criminal prosecution. I understand that employees who are found to have inappropriately used the Procurement Card will be required to reimburse Rollins College for all costs associated with such improper use, such reimbursement could be in the form of payroll withholding.

I acknowledge receipt of the procurement card handbook; I have received training on proper use of the card and understand the College's policies and procedures associated with card usage. I understand that intentional misuse of the card will result in termination of my employment with Rollins College and may also result in criminal prosecution.

Purchasing Card #: _____ Exp.date: _____

Cardholder's Signature: _____ Date: _____

Card Released by: _____ Date released: _____
(Authorized signature)