

# Fresno State Procurement Card Application

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Employee ID# \_\_\_\_\_

Single Transaction Limit: \_\_\_\_\_

Monthly Credit Limit: \_\_\_\_\_

As a cardholder, I agree to comply with the terms and conditions of this Agreement and the applicable provisions of the Procurement Card Manual ("Manual"), including revisions. I acknowledge receipt of the Manual, and confirm that I have read and understood its terms and conditions.

As the holder of a Procurement Card ("ProCard"), I agree to accept responsibility for the protection and proper use of it as outlined in this Application and the Manual. I understand that the University will audit the use of my Procurement Card. I understand that I cannot use the Procurement Card for the restricted commodities or prohibited uses as detailed within the ProCard Manual. I understand that commodities, where University Master Agreements are in place, must be purchased from the University's contract suppliers.

I further understand that improper use of the ProCard may result in disciplinary action up to and including termination of employment. Should I fail to use the ProCard properly, I authorize the University to deduct from my salary an amount equal to the total of the discrepancy. I also agree to allow the University to collect any amounts owed by me, even if the University no longer employs me. If the University initiates legal proceedings to recover amounts owed by me under this Agreement, I agree to pay all legal fees included by the University in such proceedings. I understand the University may terminate my rights to use the ProCard at any time for any reason. I agree to return the ProCard to the University immediately upon request or upon termination of employment.

Cardholder's Signature: \_\_\_\_\_

Dept. Name: \_\_\_\_\_

Dept. Street Address: \_\_\_\_\_

Mail Stop: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Campus Phone: \_\_\_\_\_

Default PeopleSoft Chartfields: Account: \_\_\_\_\_ Fund: \_\_\_\_\_ Org: \_\_\_\_\_ Class: \_\_\_\_\_ Project: \_\_\_\_\_

*I hereby certify that I have reviewed all requirements and related obligations that are required of me as an Authorized Approver for the US Bank Procurement Card program as described in Section V of this Handbook, "Procedures – Approving Official." By Signing below, I hereby agree to abide by all requirements of the US Bank Procurement Card program, and will ensure that I will stay current with Program requirements as disseminated by the Procurement and Support Services Department.*

Approving Officer's Name: \_\_\_\_\_

Approver's Email Address: \_\_\_\_\_

Approver's Signature: \_\_\_\_\_

Alternate Approver's Name: \_\_\_\_\_

Alternate Approver's Email: \_\_\_\_\_

Alternate Approver's Signature: \_\_\_\_\_

### Internal Use Only

I have received in person training and Procard: \_\_\_\_\_

Return Completed and signed application to: Procurement & Support Services, M/S JA111, Attn: Kevin Talozza  
Questions? Contact Kevin Talozza, (559) 278-0402