PROCUREMENT CARD
INDIVIDUAL CARD APPLICATION

EMPLOYEE INFORMATION

First Name | Middle Initial | Last Name

Home Address (physical address not a PO Box)

City | State | Zip | Country of Citizenship

Novell Login ID | Mother's Maiden Name | Date of Birth | Employee Id Number

DEPARTMENT INFORMATION

Department Name and Division Name

Business Address (physical address not a PO Box) | ( ) Phone

Monthly Credit Limit | Single Transaction Limit | Daily Limit | Default Account Code

Approved Purchase Types:
(standard purchasing, travel, fleet/gas/maint., all but high risk, or any combination)

EMPLOYEE / APPROVAL SIGNATURE

Signature of Applicant / Date

Signature of Dept. Liaison/Date

Printed Name of Reconciler (if diff. from applicant)

Signature of Reconciler (if diff. from applicant) / Date

Printed Name of Approver and Employee ID

Signature of Approver/Date

Signature of Dept. Director (if applicable)/Date