



Student Application
One Card Program

Cardholder Information

Cardholder Name: _____ CWID: _____

Department: _____ Office Location: _____

Campus Phone: _____ Campus Email: _____

HR Contract End Date: _____

Card Defaults

Cycle Credit Limit: _____ (Max \$20,000) Single Purchase Limit: _____ (Max \$4,500)

*****The cardholder will receive full purchasing access unless one of the boxes below is marked*****

Travel Only _____ Procurement Only _____

Expectations of Cardholder

Please review the One Card handbook for appropriate uses. Specific procedures regarding One Card Applicants include but are not limited to:

Appropriate Uses:

- Only used for authorized expenditures
- Expenditures will be made to benefit the School

Inappropriate Uses:

- Personal Transactions
- Transactions not authorized by Approving Official

Other Requirements:

- All required documentation will be included in as expense report in TEM and submitted to the Approving Official in a timely matter
- One Card must be surrendered to your Approving Official when your HR Contract Expires

Cardholder Acknowledgment & Certification of Signature

I understand that I am permitted to make only those purchases that are in compliance with the School's policies and procedures including but not limited to:

- Financial Policies**
- Procurement Rules**
- Direct Charge Policies**

I also understand that the One Card is the property of the Colorado School of Mines, assigned to me by my Department and that at any time my Department Head or the One Card Administrator can decide that I no longer may use the card. I also understand that before I will be given the One Card I must complete a training given by the One Card Administrator.

_____ _____

Cardholder Signature Date

_____ _____

Approving Officials' Signature Date

_____ _____

Approving Officials' Printed Name Date

For Official Use Only

Date Submitted to the Bank: _____ FTMCARD: _____

Division: _____ Department: _____