



Student Application
Procurement Card Program

Cardholder Information

Cardholder Name: _____ CWID: _____

Department: _____ Office Location: _____

Campus Phone: _____ Campus Email: _____

Date of Birth: _____ HR Contract End Date: _____

Card Defaults

Default Index: _____ Default Account: _____
(Cannot Be a Sponsored Project or Gift Fund)

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

Alternate Reallocator: _____
(All student applicants must have someone else reallocating charges)

Expectations of Cardholder

Please review the Procurement Card handbook for appropriate uses. Specific procedures regarding Student 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 turned in to Approving Official in a timely matter
- Procurement Card must be turned in to your Approving Official when HR Contract Expires

Cardholder Acknowledgment & Certification of Signature

I understand that I am permitted to make only those purchase 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 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 Procurement Card Administrator can decide that I no longer may use the card. I also understand that before I will be given the P-Card I must complete a training given by the Procurement Card Administrator.

_____	_____
Cardholder Signature	Date
_____	_____
Approving Officials' Signature	Date
_____	_____
Approving Officials' Printed Name	Date

For Official Use Only

Date Submitted to the Bank: _____

Division: _____ Department: _____