

**UNIVERSITY OF NOTRE DAME
PROCUREMENT CARD APPLICATION**

Use this form to apply for a card

The University of Notre Dame Procurement Card ("Procard") program enables cardholders to quickly and conveniently purchase business-related goods and services directly from vendors that accept MasterCard. Use of the Procard requires the cardholder and his/her supervisor to assume responsibility for obtaining appropriate receipts and documentation. Please refer to the PROCUREMENT CARD POLICIES AND PROCEDURES (available at <http://procard.nd.edu>) for a complete description of cardholder and supervisor responsibilities as well as other important program guidelines.

Send the completed Procard Application to: Procard Administrator, 801 Grace Hall

Applicant Information *check one:* New cardholder Existing cardholder

Applicant/Cardholder Name	N.D. e-mail address	Campus phone
Social Security No. (Last Four Digits ONLY)	Date of Birth	
Department	Department Address	Default FOAPAL number for charges
Supervisor Name *	N.D. e-mail address	Campus phone

* See section of the PROCUREMENT CARD POLICIES AND PROCEDURES for specific responsibilities of the cardholder's supervisor.

Transaction Limit (subject to approval by the Procurement Card Administrator)

\$500 \$1,000 Other \$ _____

** For requests in excess of \$1,500, attach a brief memo describing the type, frequency and amount of anticipated purchases.

Allowable Transactions (subject to approval by the Procurement Card Administrator)

While the Procard may be used for a wide variety of purchases, certain general restrictions apply (see PROCUREMENT CARD POLICIES AND PROCEDURES). However, the card may be tailored to the specific needs of your department. If applicable, list and explain those general restrictions you wished to have waived or added for this Procard. For restrictions you wish to waive, indicate type(s) of purchases, business purpose, frequency, and typical amounts:

Approval

Applicant/Cardholder Signature	Date
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Supervisor Signature	Date
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Budget Admin. Signature (if diff. from Supervisor)	Date
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