CHAPMAN UNIVERSITY

ATTACHMENTA

CREDIT CARD PROCUREMENT POLICY REQUEST FOR CREDIT CARD

A procurement card is requested for the following employee:

EMPLOY	YEE NAME (Last, First)		
EMPLOYEI	E ID NUMBER (9 digits)		
	DEPARTMENT NAME		
FUND-DEPA	ARTMENT-PROGRAM		
TELEPHONE NUMBER (10 digits)			
	EMAIL ADDRESS		
AND PROPOSE	ED USAGE OF P-CARD		
PROPOSE	D MONTHLY \$ LIMIT		
OVING SUPE	RVISOR/DEPARTMEN	NT MANAGER:	
D. C. A.N.			
Print Name			
Signature		Date	
C			
ON BUDGET A	APPROVAL:		
Drint Norms			
rint Name			
Signature		Date	
OVING DEAN	OR VICE PRESIDENT	Γ:	
D			
Print Name			
Signature		Date	
S			
OYEE:			
D			
Print Name			
Signature		Date	
6		– ****	
		ease forward to the Contro	oller for approval (Financial
Controller An	oroval:		Date:
controller Ap	71 0 1 411		Dutt
	FUND-DEPATELEPHO TITLE, BRIIAND PROPOSE PROPOSE PROPOSE Print Name Signature ON BUDGET A Print Name Signature OVING DEAN Print Name Signature OYEE: Print Name Signature OYEE: Print Name Signature	EMAIL ADDRESS TITLE, BRIEF JOB DESCRIPTION AND PROPOSED USAGE OF P-CARD PROPOSED MONTHLY \$ LIMIT OVING SUPERVISOR/DEPARTMEN Print Name Signature ON BUDGET APPROVAL: Print Name Signature OVING DEAN OR VICE PRESIDENT Print Name Signature OYEE: Print Name Signature OYEE: Print Name Signature OYEE: OTE: When completed and approved, playing the print of	EMPLOYEE ID NUMBER (9 digits) DEPARTMENT NAME FUND-DEPARTMENT-PROGRAM TELEPHONE NUMBER (10 digits) EMAIL ADDRESS TITLE, BRIEF JOB DESCRIPTION AND PROPOSED USAGE OF P-CARD PROPOSED MONTHLY \$ LIMIT DVING SUPERVISOR/DEPARTMENT MANAGER: Print Name Signature Date DVING BUDGET APPROVAL: Print Name Signature Date OVING DEAN OR VICE PRESIDENT: Print Name Signature Date OVING DEAN OR VICE PRESIDENT: Print Name Signature Date OYEE: Print Name OYEE: Print Name Signature Date OYEE: Print Name Signature Date OYEE: