
CHAPMAN UNIVERSITY

ATTACHMENT A

CREDIT CARD PROCUREMENT POLICY REQUEST FOR CREDIT CARD

- ☐ NEW PCARD REQUEST
- ☐ PERMANENT INCREASE REQUEST

A procurement card is requested for the following employee:

EMPLOYEE NAME (Last, First)	
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	

APPROVING SUPERVISOR/DEPARTMENT MANAGER:

Print Name _____

Signature _____ Date _____

DIVISION BUDGET APPROVAL:

Print Name _____

Signature _____ Date _____

APPROVING DEAN OR VICE PRESIDENT:

Print Name _____

Signature _____ Date _____

EMPLOYEE:

Print Name _____

Signature _____ Date _____

NOTE: When completed and approved, please forward to the VP for Finance and Controller for approval (Financial Services, 633 W. Palm Ave.).

VP for Finance and Controller _____ Date _____