

**TEXAS SOUTHERN UNIVERSTIY**  
**Request For**  
**PROCUREMENT CARD AND SPENDING AUTHORIZATION LEVEL**

**NAME OF DEPARTMENT or OFFICE:** \_\_\_\_\_

**NAME OF INDIVIDUAL REQUESTING:** \_\_\_\_\_

LAST 4 DIGITS OF SSN

**POSITION TITLE:** \_\_\_\_\_

**CONTROL LIMITS:**

Single Purchase Limit:	\$		Spending Limit per Billing Cycle	\$	
Number of Authorizations allowed per Day			Number of Credit Card Transactions allowed per Cycle		

**PAYMENT OF PROCUMENT CARD EXPENDITURES:**

FUND \_\_\_\_\_ ORGN \_\_\_\_\_ PROG \_\_\_\_\_

**EXPLANATION AND JUSTIFICATION:**

**STATEMENT AND SIGNATURE OF APPLICANT AND DEPARTMENT HEAD:**

“I have read the University’s Policies and Procedures governing the use of the Procurement Card and hereby certify that the sole purpose and use of this card will be for official business of the University. I understand that I am only allowed to utilize the card for purchases as outlined by the University’s Purchasing Guidelines. At no time are expenditures for travel, cash advances, or personal items allowed. Any items purchase outside the University’s Guidelines are my responsibility and shall be reimbursed to the University.”

Cardholder (Print Name)	Cardholder (Signature)	Date
Department Head/Dean (Print Name)	Department Head/Dean (Signature)	Date
Vice President**/President (Print Name)	Vice President**/President (Signature)	Date

**Card Termination Date:** \_\_\_\_\_

**Entertainment Expense Authorization**

- I, \_\_\_\_\_, give \_\_\_\_\_ delegated authority to utilize his/her Procurement card for the purpose of entertaining as outline in the University’s entertainment policies and procedures guidelines.  
Vice President\*\*/President (signature) Cardholder
- I, \_\_\_\_\_, accept responsibility for entertaining for University business and agreed to adhere to the policies and procedures established in the University’s entertainment guidelines.  
Cardholder (signature)

**Entertainment Expense Authorization Termination Date:** \_\_\_\_\_ \_\_\_\_\_ Vice President\*\* (signature)

\*\*Inclusive of the President’s Direct Reports