



TEXAS SOUTHERN UNIVERSITY

APPLICATION/APPROVAL FORM for P-CARD

Cardholder/Applicant Information

Name: [] Title: []
Last 4 digits of Social Security #: [] Work Phone: [] Work E-Mail: []
College/Division: [] Department: []

Card Information

Table with 4 columns: Fund, Org, Program, and a blank header row. Rows include Default and Alternate.

Select Primary Funding Source:

Local Grant State

Note: Cardholder must complete P-Card Cardholder training. P-Card will not be released until Cardholder successfully completes training.

Business Contact Information

List person responsible for reconciling bank transactions, processing expense report, etc.

Name: [] Work Phone: [] Work E-Mail: []

Note: Business contact must complete bank system training

College/Division Business Administrator

Responsible for P-Card program of said College or Division. Responsibilities include reviewing, approving/disapproving transactions made by cardholder, verifying budget availability, verify correct amount # is selected, etc.

C/DBA: Printed Name Signature Date

Approvals (Funding beginning with 2 or 3 required approved by Research & Financial Services)

Dean/Executive Director Signature: Date
Research & Financial Services Signature: Date
Vice President Signature: Date
President Signature: Date
(Required if applicant is a direct report to the President)

Entertainment Expense Authorization (Local Funds Only)

I, (Vice President's Printed Name): [] give delegated authority to (Cardholder's Printed Name): [] to utilize his/her procurement card for the purpose of entertaining as outlined in the University MAPPs 03.01.02 and 03.07.04.

I, (Cardholder's Signature): [] accept responsibility for entertaining for University business and agree to adhere to MAPPs 03.01.02 and 03.07.04.

Vice President (Signature): []