# Cardholder Application-Procurement Card (CA-PC)

**Purpose:**
Used, in accordance with the Procurement Card Handbook, to identify a new cardholder for a Procurement Card or a new cardholder for a Managed Spend Card.
A cardholder can be either an employee or affiliate fiscal staff.

## Applicant Information

<table>
<thead>
<tr>
<th>Name:</th>
<th>Employee ID # or POI #:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department:</td>
<td></td>
</tr>
<tr>
<td>Campus Phone:</td>
<td></td>
</tr>
<tr>
<td>Campus Email Address:</td>
<td></td>
</tr>
</tbody>
</table>

### Campus Address

- **Line 1:**
- **Line 2:**
- **City, State, Zip:**

**Default SpeedType**
*(only Funds 10, 11, 20, 26, 28, 29, or 36):*

## Cardholder Limits

**For a new Procurement Card** *(revolving card that recycles on the 25th of each month)*

- **Credit Limit** *(per cycle):*
- **Single Purchase Limit** *(Maximum $5,000):*

**For a new Managed Spend Card** *(card with a set dollar limit and timeframe, after which it is no longer valid)*

- **Credit Limit** *(for entire period):*
- **Single Purchase Limit** *(Maximum $5,000):*
- **Card Expiration Date:**

## Training Requirements

You should receive your card within 10 business days after passing the following online SkillSoft courses:
- Procurement -- Purchasing & Contract Management
- Procurement Card Cardholder
- Fiscal Code of Ethics

## Certification and Approval

I understand that this is a corporate liability card. As such, it is not to be used to pay for personal expenses. Furthermore, I understand that the improper or unauthorized use of this card may result in card suspension or cancellation with the possibility of employment suspension or termination.

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Applicant Signature  Date

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<table>
<thead>
<tr>
<th>Approving Official (AO) Name</th>
<th>AO Email Address</th>
<th>AO Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

Is this cardholder the AO’s supervisor?  Yes  No

If yes, campus controller approval is required:

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Campus Controller Signature  Date

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If new AO, attach completed AO Application/Update form: [http://www.cu.edu/psc/policies/approving-official-applicationupdate-a0](http://www.cu.edu/psc/policies/approving-official-applicationupdate-a0)

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When all necessary signatures have been obtained:

Fax signed, completed form to: Procurement Service Center  303.764.3434
Or, email scanned signed application to: procurement.card@cu.edu