



University of Colorado

Boulder | Colorado Springs | Denver | Anschutz Medical Campus

Procurement Service Center (PSC)

Effective Date: 11/25/2014

## 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

Name:		Employee ID # or POI #:
Department:		<p><b><u>If applicant is not on University of Colorado payroll :</u></b>  Any applicant who is not on the University's payroll must have a  <b>Type 15 (Security Access) POI #.</b>  If this has not been done, complete POI Worksheet (link below) requesting  POI Type=Security Access; give worksheet to department sponsor for entry  in HRMS.</p> <p><a href="http://www.cu.edu/employee-services/policies/add-person-poi-worksheet">http://www.cu.edu/employee-services/policies/add-person-poi-worksheet</a></p>
Campus Phone:		
Campus Email Address:		
Campus Address	Line 1:	
	Line 2:	
City, State, Zip:		
Default SpeedType (only Funds 10, 11, 20, 26, 28, 29, or 36):		

### Cardholder Limits

<p><b>For a new Procurement Card</b>  (revolving card that recycles on the  25th of each month)</p>	<b>or :</b>	<p><b>For a new Managed Spend Card</b>  (card with a set dollar limit and timeframe,  after which it is no longer valid)</p>
Credit Limit (per cycle):		Credit Limit (for entire period):
Single Purchase Limit (Maximum \$5,000):		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.*

Applicant Signature

Date

Approving Official (AO) Name      AO Email Address      AO Signature      Date

Is this cardholder the AO's supervisor?   ☐ Yes      ☐ No

If yes, campus controller approval is required:

Campus Controller Signature

Date

If new AO, attach completed AO Application/Update form: <http://www.cu.edu/psc/policies/approving-official-applicationupdate-ao>

**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](mailto:procurement.card@cu.edu)