



UNIVERSITY OF SOUTH ALABAMA

PROCUREMENT CARD APPLICATION

Cardholder Information

Jag Number:

Name: (First, Middle Initial, Last) D.O.B:
Email Address: Campus Phone:
Title Emergency Contact Number:
Department Name: Campus Address:

Approving Official Information (Official must have supervisory responsibility for Cardholder)

Name: (First, Middle Initial, Last) Jag Number:
Email Address: Campus Phone:
Title:

Approving Official Information (Official must have approval granted by their Division Head)

Name: (First, Middle Initial, Last) Jag Number:
Email Address: Campus Phone:
Title:

Card Information

To be used for: Procurement Only Travel & Procurement Credit Limit: (default \$3,500)

Approval

Cardholder Signature: Date:
VP/Dean/Chair/Department Head Signature: Date:

To be completed by PCard & Travel Services

Approved

Disapproved

Approval Date:		Monthly Credit Limit:	
Procurement Card Issuer Name: (Please Print)			
Procurement Card Issuer Signature:		Date Received:	Date Processed:

Reason for Disapproval:

Disapproval Date: _____

Please complete and return to the following:

University of South Alabama
 Procurement Card and Travel Services Office
 Technology and Research Park Building 3
 Suite 1400
 Mobile, Alabama 36688
 251-460-6242