

**PROCUREMENT CARD APPLICATION FORM**

**Instructions**

1. Applicant must be a regular WMU employee
2. Complete form
3. Obtain manager approval
4. Forward to Grants & Contracts (if applicable)
5. Send form to Payroll & Disbursements

**Contact**

Procurement Card Program Administrator  
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**Cardholder Credit Limits (Contact Procurement Card Program Administrator for other limits)**

Dollar Limit per Billing Cycle (Monthly): \$5,000

Dollar Limit per Single Transaction: \$5,000

**Cardholder Information**

Employee Name: \_\_\_\_\_ Employee WIN Number: \_\_\_\_\_

Employee E-Mail: \_\_\_\_\_ Employee ID Number: \_\_\_\_\_

Department: \_\_\_\_\_ Employee WMU Phone Number: \_\_\_\_\_

**Procurement Card Information**

Name on Card: \_\_\_\_\_ Default Fund and Department: \_\_\_\_\_

Second Line Embossing: \_\_\_\_\_ Alternate Fund and Departments:

1.

Manager Responsible for Approving: \_\_\_\_\_ 2.

Manager's Email Address: \_\_\_\_\_ 3.

4.

Manager's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Grant Projects Only**

Designation of reserve account (required). Charges will only be made against a reserve account if a purchasing card transaction cannot be documented as a reasonable and allowable charge against a budgeted grant category.

Reserve Fund and Department: \_\_\_\_\_

Authorized Department Administrator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Grants and Contracts Signature: \_\_\_\_\_ Date: \_\_\_\_\_