**PROCUREMENT CARD APPLICATION FORM**

<table>
<thead>
<tr>
<th>Instructions</th>
<th>Contact</th>
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<tbody>
<tr>
<td>1. Applicant must be a regular WMU employee</td>
<td>Procurement Card Program Administrator</td>
</tr>
<tr>
<td>2. <a href="#">Procard Training Videos</a> Available for first time users by clicking the box:</td>
<td><a href="mailto:acnt-procard@wmich.edu">acnt-procard@wmich.edu</a></td>
</tr>
<tr>
<td>3. Complete form</td>
<td>Phone: (269) 387-4253</td>
</tr>
<tr>
<td>4. Forward to Payroll &amp; Disbursements or Grants &amp; Contracts (if applicable)</td>
<td>Fax: (269) 387-2937</td>
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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. 
- Manager's Signature: 
  4. 
- 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: