CAL POLY POMONA UNIVERSITY
PROCUREMENT CARD PROGRAM
Participant Application

Submit form to the Procurement Card Program via **pcard@cpp.edu**

Eligible employees to obtain a state procurement card (p-card) include full-time staff or faculty with a minimum appointment of 6 months or longer. Employee(s) <u>not eligible</u> for a procurement card includes temporary employees (appointment less than 6 months), Cal Poly Pomona Foundation employees, Associated Students Inc. employees, retired annuitants, volunteers, and student assistants.

Cardholders are delegated the authority to make low-value purchases up to the limits specified below, preferably $1000 or less, (including tax, shipping and handling) without the approval of the Procurement Services. High limits may be subject to obtain approval from the Procurement Card Administrator. They are responsible for making direct contact with vendors and ordering commodities using the procurement card. Cardholders will prepare a monthly reconciliation of all p-card charges including receipts/invoices and obtain their Approving Official's signature. The Approving Official is responsible for reviewing and approving all P-Card Monthly Reconciliation before it is sent to the Procurement Card Program.

Cardholders will be notified when the card is available, and a training session will be scheduled.

Cardholder Name:_____
(Please type or print)

Title: _____
(Please type of print)

Signature:_____

Date: _____

Department:_____

Division:_____

Building Number:_____

Room Number: _____

Cardholder EMAIL:_____

Telephone Ext:_____

Monthly Spending Limit:_____**Single Transaction Limit:**_____

Department Chartfield String:					
	Account (6 digits)	Fund (5 digits)	Dept ID (5 digits)	Program (4 digits)	Class (5 digits)

Approving Official must be at least one level above the cardholder <mark>and must have signature authorization to the chartfield fund and department listed on this form.</mark>

Approving Official's Name:_____

Signature:_____
(Please type or print)

Department Participation Approval:

Department Head/Dean:_____
(Please type or print)

Signature:_____ **Date:** _____

Standard processing typically requires 5 to 7 business days. Please note that inter-campus mailed-in documents may take longer to process due to the additional time required for mailing."

Revised 9/2020