

**Requestor Information**

Department: \_\_\_\_\_ Date: \_\_\_\_\_  
 Person Completing Form: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**Action Requested**

- New Card (*A new card must be issued with removal of a Budget Authority, Card Custodian, or Card User*)  
 Add Card User(s) on existing card *Go to **Approval and Agreement** section*

**New Card Information** *(for new card requests only)*

Replacing existing card? Yes  No  If yes, list last 4 digits of existing card \_\_\_\_\_

New Card Default Index Code: \_\_\_\_\_ Card Custodian Phone #: \_\_\_\_\_

Card Name: SOU \_\_\_\_\_

*NOTE: Card names are limited to 21 characters. All card names must begin with SOU. Spaces count as characters. May be altered to fit conventions.*

**Approval and Agreement**

The parties, by their signatures on this form, agree to the terms and conditions of the Purchasing Card agreement, and the SOU Purchasing Card Policy ([sou.edu/bus-serv/purchasing/purchcard.html](http://sou.edu/bus-serv/purchasing/purchcard.html)). SOU requires procurement Card Users, Custodians, and Budget Authorities to all take a knowledge test regarding the use of the card, found at [inside.sou.edu/sc/department-purchase-card.html](http://inside.sou.edu/sc/department-purchase-card.html). Custodians, Users, and Budget Authorities who have not successfully completed the test will not have access to the card.  
**Temporary Employees and Students are not eligible to be listed as Card Custodians or Users.**

Personal or non-business charges on the department purchasing cards are prohibited. By signing this agreement, the parties agree to be personally liable for any personal or non-business charges incurred on the department purchasing card and for any additional interest accrued at the current standard rate from date of purchase.

Last 4 digits of existing card to change: \_\_\_\_\_

| Role   | SOU ID # | Printed Name | Signature<br><i>(not required for those being removed)</i> | Service Center Only |                 |
|--|----------|--------------|--|---------------------|-----------------|
|  |          |              |  | Test Date           | Banner Training |
| <b>Card User(s)</b>  |          |              |  |                     |                 |
|  |          |              |  |                     |                 |
|  |          |              |  |                     |                 |
|  |          |              |  |                     |                 |
|  |          |              |  |                     |                 |
|  |          |              |  |                     |                 |
| <b>Card Custodian</b><br><i>(required for new cards)</i>   |          |              |  |                     |                 |
| <b>Budget Authority</b><br><i>(required for all forms)</i> |          |              |  |                     |                 |

|   |   |
|---|---|
| <p align="center"><b>Service Center Use Only</b></p> <p>Account Manager: _____</p> <p>Business Manager: _____</p> <p>Approved By: _____</p> <p>Date Approved: _____</p> | <p align="center"><b>Business Services Use Only</b></p> <p>Database Updated: <input type="checkbox"/> Banner Updated: <input type="checkbox"/></p> <p align="center">New Cards</p> <p>Card P/U By: _____</p> <p>Date P/U: _____</p> |
|---|---|

This application is for requesting a new departmental purchasing card or adding Card Users to an existing departmental purchasing card. This is NOT an application for an individual Corporate Travel Card.

Departmental purchasing cards may be used by departments to quickly and easily purchase items under \$5000. Guidelines for the purchasing cards may be found at [sou.edu/bus-serv/purchasing/purchcard.html](http://sou.edu/bus-serv/purchasing/purchcard.html). It is required of Budget Authorities, Card Custodians, and Card Users to review, understand, and adhere to these policies.

**Credit Limit: \$10,000**

**Single Transaction Limit: \$4999**

**Roles:**

|                          |   |
|--------------------------|---|
| Budget Authority         | May also be referred to as the Card Holder, the Budget Authority is the person who oversees the budget that the card expenditures will be expensed to and often is the Budget Authority over the default index code to which the purchasing card is attached. |
| Card Custodian           | The Card Custodian maintains the physical security of the purchasing card, checks it in and out to authorized users, and maintains an activity log of expenditures on the card.   |
| Card User                | The Card User is an individual authorized by the Budget Authority to check-out the card to make purchases.  |
| Account/Business Manager | The Account and Business Managers collect receipts from card expenditures and redistribute the expenses to designated index and account codes. They also coordinate monthly reports for the Budget Authorities to review and approve expenditures.            |

**How to Complete the Application and Agreement Form**

1. Complete the **Requestor Information** section.
  - a. **Department-** fill in the department title for which the existing card is or the new card will be attached.
  - b. **Date-** date the form is completed.
  - c. **Person Completing Form-** name of the individual filling out the request form.
  - d. **Phone Number-** contact phone number of the individual filling out the request form.
2. Complete the **Action Requested** section.
  - a. Select an action being requested on this form.
    - i. **New Card Request-** select if a new card is being requested. **Note: all Budget Authority, Card Custodian, and Card User removals require a new card.**
    - ii. **Add Card User(s)-** select this option if there are any additional Card Users being added to an existing card.
3. If requesting a New Card, complete the **New Card Information** section.
  - a. **Replacing existing card-** select whether or not the new card will be replacing an existing card. If yes, enter the last 4 digits of the existing card the new card will replace.
  - b. **New card default index code-** list the index code to which the new card will be attached. This should be an index code the Budget Authority listed oversees.
  - c. **Proposed Card Name-** Departments may request a name for the new card; however, this may be changed to accommodate card restrictions. Limited to 21 characters and must begin with SOU. Spaces count as a character.
4. Complete the **Application and Agreement** section.
  - a. **Last 4 digits of existing card-** for changes to an existing card, list the last 4 digits of that card. New card numbers will be assigned by Business Services.
  - b. Enter information for each change.
    - i. **SOU ID #-** List the SOU ID# for the Card Custodian, Card User(s), and Budget Authority.
    - ii. **Print Name-** individual's printed name.
    - iii. **Signature-** individual's signature (this is not required for removing custodians or users, however, if removing a Card Custodian, you must list a new Card Custodian).
    - iv. **Action-** select whether the individual is being added or removed from the card in the role.
  - c. **Note:** Card Custodians and Budget Authorities are automatically users on the purchasing card. Budget Authorities must sign all Application and Agreement forms.
5. Return completed form to the Service Center.