

**SUNY Delhi**  
**Procurement / Travel Card Form**

**Procurement Card** \_\_\_\_\_

**Travel Card** \_\_\_\_\_

**Net Card** \_\_\_\_\_

*Complete this form to request that a new Cardholder be added to the system. The Cardholder should complete the fields listed below on the form, sign and date and forward to the supervisor.*

**Name (Last, First, MI):** \_\_\_\_\_

**Building/Room:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Department:** \_\_\_\_\_ **Account Number** \_\_\_\_\_

**Social Security Number:** \_\_\_\_\_

**Effective Dates (Start and End Date if Applicable):** \_\_\_\_\_

**Comments and Justification:** (Justification must be given for issue of card.)

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\_\_\_\_\_  
User Signature

\_\_\_\_\_  
Date

*The user's signature on the form is acknowledgement that he or she will safeguard the system assets assigned to them and prevent unauthorized use of SUNY Delhi's procurement / travel card system.*

\_\_\_\_\_  
Account Administrator Signature

\_\_\_\_\_  
Date

*Supervisor must sign the form. The supervisor's signature on this form is authorization to add the user to the computer system and confirmation that the user requires a Procurement / Travel card. The supervisor will notify the Procurement Card Administrator of user termination, transfer or misuse of the card.*

\_\_\_\_\_  
Director of Business & Finance

\_\_\_\_\_  
Date

*Director of Business & Finance must sign the form. This signature on this form is authorization to add the user to the computer system and confirmation that the user requires a Procurement / Travel card.*

\_\_\_\_\_  
Procurement Card / Travel Card Administrator Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Transaction Dollar limit

\_\_\_\_\_  
Monthly Dollar Limit