

**BRADLEY UNIVERSITY  
PROCUREMENT CARD APPLICATION FORM**

\_\_\_\_\_ Add

\_\_\_\_\_ Change

\_\_\_\_\_ Delete

Department Information:

Department \_\_\_\_\_

Account Manager \_\_\_\_\_

Account Number \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Cardholder Name \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Cardholder Purchase Limits:

Spending Limit per Cycle \_\_\_\_\_

Single Purchase Limit \_\_\_\_\_

Transactions Allowed per Day \_\_\_\_\_

Transactions Allowed per Cycle \_\_\_\_\_

Cardholder Name (printed) \_\_\_\_\_

Signature \_\_\_\_\_

Card Application Approval (printed) \_\_\_\_\_

Signature \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_

Account Manager (Signature Authority) Approval if different from above

Printed \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Dean or Vice-President Approval (printed) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Controller's Office Approval

\_\_\_\_\_