



This form is used to apply for or make changes to an existing San José State University ProCard. The ProCard program allows cardholders to make smaller dollar purchases and Office Max purchases, ordering direct from vendors without the need of a Purchase Order, office supply requisition, petty cash, or personal expense to obtain goods. Services and travel related expenses are not allowed in this program. Complete all sections, obtain approving official's signature, and mail to Accounts Payable.

Cardholders are responsible for reconciliation of charges reflected in the monthly statement issued by the bank and for submitting receipts and food justifications to Accounts Payable in a timely manner. Failure to do so will result in a reduction of spending limit and, if continual, termination of privileges. Approving Officials are responsible for reviewing and approving Cardholder expenditures prior to submittal to Accounts Payable. Cardholders must have email access, complete two separate training sessions (CMS and Accounts Payable).

Cardholder Information

Cardholder Name: _____	Cardholder Email: _____
Employee ID: _____	Phone Number: _____
Department: _____	Extended Zip: _____

Request Type

New Account
 Reactivate Closed Account
 Update to Current Account*

*If update to current account, please state reason for change: _____

Spending Limits

Single Purchase Limit: (cannot exceed \$5,000) \$ _____	Monthly Purchase Limit: (cannot exceed \$10,000) \$ _____
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Default Chartfield

Account: _____	Fund: _____	Dept ID: _____	Class (optional): _____	Project (optional): _____	Program (optional): _____
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Authorization

Cardholder Signature: _____	Date: _____
Approving Official ¹ Signature: _____	Date: _____
Approving Official Name: _____	Title: _____
Approving Official Email: _____	Phone: _____

¹ As outlined in the [Delegation of Authority for the Approval of Financial Expenditures Guidelines](#).