

**THE TOWER FOUNDATION OF SAN JOSE STATE UNIVERSITY**  
**Procurement Card Application**

**CARDHOLDER INFORMATION** (To be completed by card applicant. Card will be imprinted with this name)

\_\_\_\_\_

**Last Name**

\_\_\_\_\_

**First Name**

\_\_\_\_\_

**Department**

\_\_\_\_\_

**Work Phone Number**

\_\_\_\_\_

**Extended Zip Code**

- I agree to accept responsibility for the proper use of the Procurement Card and agree not to use the card for personal purchases or unauthorized expenditures.
- If my card is lost or stolen, I will notify the Tower Foundation immediately.
- I will surrender my Procurement Card to Tower Foundation upon termination of employment or upon reallocation of duties which do not necessitate my continued use of the card.

X

\_\_\_\_\_

**Cardholder Signature**

\_\_\_\_\_

**Date**

**DEFAULT TOWER ACCOUNT NUMBER**

\_\_\_\_\_

**ACCOUNT HOLDER INFORMATION**

\_\_\_\_\_

**Account Holder Name**

- I hereby authorize the applicant listed above to use the Tower Foundation Procurement Card as a procurement tool to acquire goods and services.
- I agree that any and all charges made by the cardholder will be billed directly to my Tower account and a 5% administrative charge will be assessed on the expenditures. The above default Tower account number will be used for the billing.
- I understand that the use of the card may be terminated at any time at Tower Foundation's sole discretion.

X

\_\_\_\_\_

**Authorized Signature**

\_\_\_\_\_

**Date**

**TF approval** \_\_\_\_\_ **Date** \_\_\_\_\_