

# West Texas A&M University

## Procurement Card Application

**Name:** \_\_\_\_\_

**Last 4 digits of Social Security number:** \_\_\_\_\_

**Department:** \_\_\_\_\_

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

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

**Email Address:** \_\_\_\_\_

\*Please note that all correspondence relating to the procurement card is sent via email. Please include an email address that will be checked on a regular basis.

**Default Account Number:** \_\_\_\_\_

**Justify need for procurement card:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Employee Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Dept. Head Approval:** \_\_\_\_\_

\*\*\*\*\*

\*Purchasing Use Only\*

Date Received: \_\_\_\_\_ Credit Limit: \_\_\_\_\_

Purchasing Approval: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_