

West Texas A&M University Procurement Card Application

Name: _____

Buff Card Number: _____

Last 4 Digits of Social Security Number: _____

Department: _____

Division _____

Job Title: _____

Phone Number: _____

Cell Phone Number: _____

Email Address: _____

*Please note that all correspondence relating to the procurement card is sent via email. Provide an email address that will be checked on a regular basis. All information on application is required.

Default Account Number: _____

Justify need for procurement card:

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Supervisor's Printed Name _____

Purchasing Use Only

Date Received: _____ Credit Limit: _____

Purchasing Approval: _____ Date: _____