

## 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:

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

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

Supervisor Signature: \_\_\_\_\_

Supervisor's Printed Name \_\_\_\_\_

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\*Purchasing Use Only\*

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

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