

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: _____
