



California State University, Stanislaus

PCard Application

US Bank VISA

The California State University, Stanislaus PCard program enables cardholders to quickly and conveniently purchase business related goods directly from vendors that accept Visa. Use of the PCard requires the cardholder and his/her supervisor to assume responsibility for obtaining appropriate receipts and documentation. Please refer to the Procurement Card Cardholder Handbook for a complete description of cardholder and supervisor responsibilities, as well as, other important program guidelines.

Send the completed PCard application to Julie Anderson, Procurement Services, MSR290

Application Information: New Change Applicant/Cardholder Name: _____

E-mail Address: _____ Dept.: _____ Phone: _____

Employment Status: Permanent Temporary If Temporary Begin Date _____ End Date _____

Transaction Limit: _____ Monthly Credit Limit: _____

	Account	Fund	Dept	Program	Project	Class
Default Chart String						

As a cardholder, I agree to abide by all CSU Stanislaus and the PCard Cardholder Handbook. Failure to comply with these policies may cause the individual to be held personally liable for all charges and temporary suspension of their PCard activities. Continual abuse and/or misuse of University PCard policies shall result in forfeiture of all PCard privileges and possible disciplinary action up to termination of your employment from the University.

Applicant Signature Date

Approving Official Signature Date

Print Approving Official Name