



CALIFORNIA STATE UNIVERSITY, DOMINGUEZ HILLS

PROCUREMENT AND CONTRACTS



PROCUREMENT CREDIT CARD APPLICATION

Completed form **must** be submitted electronically via email or delivered hardcopy to Procurement and Contracts (WH B485). Requester name must match official name as listed in employment records, do not use short name, abbreviations, nicknames or aliases.

Cardholder must comply and adhere to all requirements of the Procurement Card Policy which include responsibility for all transactions on the P-card, dispute resolution directly with US Bank, and timely completion and submittal of monthly reconciliation statement in accordance with policy guidelines. Approving Official is responsible for review and approval of all charges on cardholder’s monthly reconciliation statement prior to submittal to Accounts Payable.

Request Type	<input type="checkbox"/> New Card	<input type="checkbox"/> Replacement Card
	Change to Existing Card (Reason): _____	
Employee Type	<input type="checkbox"/> Staff	<input type="checkbox"/> Faculty
	<input type="checkbox"/> Annual Renewable Hire	
Note: The P-card program is available to CSU employees only (faculty, staff and annual renewable hires). Temporary staff, whether from agencies or via emergency hire program, retired annuitants, volunteers, students and student assistants are NOT eligible for the P-card program.		

Statement of Economic Interest (California Form 700)
All cardholders are required to complete and submit a Statement of Economic Interest (California Form 700) each year. Please contact Human Resources for more information at www.csudh.edu/hr or (310) 243-3771

Requester Information												
Requester: _____ Department: _____												
Phone Number: _____ PeopleSoft Employee ID: _____												
Email: _____ Requested Monthly Limit: _____												
Default Chartfield:												
<table border="0"> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>Account</td> <td>Fund</td> <td>Department</td> <td>Program</td> <td>Class</td> <td>Project</td> </tr> </table>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Account	Fund	Department	Program	Class	Project
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Account	Fund	Department	Program	Class	Project							

Approvals
Requester Name: _____ Requester Signature: _____ Date: _____
Approver Name: _____ Approver Signature: _____ Date: _____
Dean/VP Name: _____ Dean/VP Signature: _____ Date: _____
Note: A new application will be required when requesting a change in Approver.

Return Application to Procurement Card Administrator:
p-card@csudh.edu, or Welch Hall, 4th Floor, B-485