

# Weber State University Purchasing/Travel Card Application Form

Please fill out information as it pertains to you:  
(please type or print)

Name \_\_\_\_\_

Department \_\_\_\_\_

Work Extension \_\_\_\_\_ Bldg & Room \_\_\_\_\_ Mail Code \_\_\_\_\_

Mother's Maiden Name or Password \_\_\_\_\_

Social Security Number \_\_\_\_\_

Date of Birth \_\_\_\_\_

Department Chair \_\_\_\_\_

Dean/Director \_\_\_\_\_

Vice President \_\_\_\_\_

Nineteen-digit FOAPAL (account to be charged) \_\_\_\_\_

My Reconciler will be \_\_\_\_\_

**G** Check here to learn how to purchase office supplies at great savings. You can order from your desk, with next day delivery to your office, from our state contractors.

**Note:** The card limit for purchases will be set at \$1000 per transaction with a monthly limit of \$5000. The limit for travel will be set at \$5000 per transaction with a monthly limit of \$5000. ATM is **only** available for group travel (daily & monthly limit determined by the vice president & purchasing) and foreign travel (limit for individual not to exceed \$100 per day). ATM usage must be pre-authorized by the supervisor and appropriate vice president, prior to each trip. Limits on the card may be lowered when requested by the department chair or dean/director.

**Immediate supervisor's approval required for** (Please check only one)

\_\_\_\_\_ **Purchases only**    \_\_\_\_\_ **Travel only**    \_\_\_\_\_ **Purchases & Travel**

**Immediate Supervisor's Signature** \_\_\_\_\_

(i.e., Dept. Chair, Dean/Dir. or V.P.)

Accounting Services Approval \_\_\_\_\_ Purchasing Approval \_\_\_\_\_