Seton Hall University
Procurement Card Request Form

Cardholder Name: _____

SHU Email: _____

PirateNet Shortname: _____

Preferred Phone Number (for bank notifications): _____

Justification for Procurement Card (University issued procurement cards are intended to be limited to either frequent University business related travel, or <u>small dollar purchases</u> that are otherwise not conducive to the purchase order or check requisition process)

_____

_____

_____

Estimated monthly procurement spend? _____

Will the cardholder need Travel capability? Y or N

If applicable, estimated monthly travel spend? _____

Will the cardholder have expenses related to Grant's (Index beginning with 2,5 & 6)? Y or N

If applicable, estimated monthly Grant spend?

Please list Banner Index Numbers: (example: 123456 – Card Department)

Index Number	Description

Cardholder Acknowledgement: By signing below, if approved you agree to comply with Seton Hall University's policies and procedures regarding the use of the card. https://www.shu.edu/procurement/credit-card-service.html

Cardholder Signature	**Department**	**Date**

Supervisor Name & Title (please print)	**Supervisor Signature**	**Date**

Card Compliance Use Only

Card Compliance Approval	Approved Spend Limit	Date