

Valparaiso University Procurement Card Application

All fields must be completed to process application.

Cardholder information

Cardholder Name _____ Datatel User Name _____
(If known)

Title _____ Email _____

Address
_____ **1700 Chapel Drive** _____ City/State **Valparaiso, IN** _____ Zip **46383** _____

Office Phone _____ Cell Phone _____

Department _____ Direct Supervisor _____

Default GL # _____ - _____ - _____ - _____ - _____

Cardholder Controls

Monthly Credit Limit _____ Per Transaction Limit _____
(optional)

What will this card be used for?

Primary Purpose _____

Secondary Purpose _____

Approval Signature

I agree to review and approve all cardholder transactions in accordance with the Procurement Card Policy. The policy is located at www.intra.valpo.edu/procurement/creditcards

Cardholder's Direct Supervisor _____
(Print)

Cardholder's Direct Supervisor _____ Date _____
(Sign)

Return completed form to vu.purchasing@valpo.edu or send to the Procurement Office, Kretzmann Hall. New cards will arrive in the Procurement Office 7 to 10 business days after the application has been submitted to the bank. When the card arrives new cardholders will be notified via email and will be asked to read the credit card policy, hospitality policy, and travel policy before signing the cardholder agreement.

If an employee needs to place an order and does not have a credit card please direct them to your department's main office and designated buyer/cardholder.