

**TEXAS A&M RESEARCH FOUNDATION
REQUEST FOR PROCUREMENT CARD**

Applicant: _____ **Account Number:** _____

Dept: _____ **Account End Date:** _____

Bldg/Rm: _____ **Phone:** _____

Fax: _____ **E-mail:** _____

Mailing Address: _____

UIN number and Mother's Maiden Name

NOTE: Cards are issued by the JP Morgan Chase. If your account ends prior to the card expiration date, you will be notified about the card cancellation.

Date Issued **Exp. Date** **Card Number**

I understand that I will have to attend a training class, agree to follow the procedures described in the procurement card procedures, and sign the Cardholder Procurement Card Agreement before a procurement card will be issued. I understand that improper use of the card will result in termination of the card and that I will be personally liable for unallowable purchases.

Applicant's Name: _____

Applicant's Signature: _____

Date

I hereby approve the applicant to be issued a Texas A&M Research Foundation procurement card. The account will have authorized funds to pay all charges made by this individual. All documentation will be retained and the monthly reconciliation will be completed as indicated in the procurement card procedures. I understand that improper use of this card by this individual will result in termination of the card and I will be personally liable for unallowable purchases if not paid by applicant.

Principal Investigator's Name: _____

Principal Investigator's Signature: _____

Date

Project Administrator Approval: _____

Signature

Date

This form should be completed and forwarded to:

**Texas A&M Research Foundation
Post Award Project Management
3578 TAMU
College Station, Texas 77843-3578**