

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

Applicant _____ **Account number:** _____

Dept: _____ **Account end Date:** _____

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

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

Mailing Address: _____

UIN _____ **Mother's Maiden Name** _____

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

<u>Date Issued</u>	<u>Exp. Date</u>	<u>Card #</u>
_____	_____	_____

I understand that I will have to attend a training class, agree to follow the procedures as per the Cardholder's policies and procedures and as per the project delegated authority. Signing the Cardholder Procurement Card Agreement is required before a Procurement Card will be issued. Upon issuance of the card, I understand that the improper use of this card will result in termination of the card and reimbursement of unallowable purchases.

Applicant's Name: _____

Applicant's Signature: _____ **Date** _____

I hereby approve the applicant, listed above, 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 use 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: _____ **Date** _____
Signature

This form should be completed and forwarded to:
**Texas A&M Research Foundation
Post Award Project Management
3578 TAMU
400 Harvey Mitchell Prkwy. S., Suite 100
College Station, TX 77845**