

Weber State University Purchasing/Travel Card Application Form Please fill out information as it pertains to you: (please type or print)

Name: _____ W#: _____

Department _____

Work Extension _____ Bldg & Room _____ Mail Code _____

Mother's Maiden Name or Password _____

Social Security Number _____

Date of Birth (MM/DD/YYYY) _____

Director/Immediate Supervisor: Eric Hunter

Dean/Provost/Senior International Officer Approver: Brenda Kowalewski

My Reconciler will be Rosarina Roberts

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 \$2500 per transaction with a monthly limit of \$7000. The limit for travel will be set at \$5000 per transaction with a monthly limit of \$10,000. ATM is only available for group travel (daily & monthly limit determined by the vice president & purchasing) and foreign travel (limit for individuals 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 _____