

**MINNESOTA STATE COLLEGES AND UNIVERSITIES  
BEMIDJI STATE UNIVERSITY / NORTHWEST TECHNICAL COLLEGE  
PURCHASING CARD APPLICATION FORM**

Last updated 03/25/2021

**REQUIRED FOR EACH CARDHOLDER. COMPLETE ALL SECTIONS AND RETURN TO PROCUREMENT OFFICE, D201, # 5.  
For questions, please contact Procurement staff at 755-2044 or 755-2050.**

**APPLICANT INFORMATION:**

Preferred Name: \_\_\_\_\_  
First Middle Last  
(Note: only permanent employees are eligible to apply)

Legal Name \_\_\_\_\_  
First Middle Last  
(Federal banking requirement)

Official Position/Title: \_\_\_\_\_

Department: \_\_\_\_\_

Campus & Box #: \_\_\_\_\_

Campus Telephone: \_\_\_\_\_

Campus E-Mail Address: \_\_\_\_\_

Default Cost Center: \_\_\_\_\_  
This account # will be used for chargeback to your account when  
no account # is provided in US Bank Access cost allocation.

**Please note: The above information will be provided to the bank issuing the purchasing card.**

**DELEGATION OF AUTHORITY:**

ALL CARDHOLDERS MUST HAVE A DELEGATION OF AUTHORITY SIGNED BY THE PRESIDENT IN ORDER TO RECEIVE AND USE A PURCHASING CARD. FOR MORE INFORMATION ABOUT DELEGATION OF AUTHORITY OR TO OBTAIN THE FORM, CONTACT HUMAN RESOURCES.

**ONLINE TRAINING:**

Once your completed application is approved, Procurement staff will order your card and set up training for you. You are required to take purchasing card training and pass a quiz with a score of at least 90% before you can receive your card. This training and quiz must be taken and passed annually to retain your card.

**SIGNATURES:**

I understand that I am required to comply with all the provisions of the Minnesota State Colleges and Universities Cardholder Agreement and all policies and procedures applicable to the use of the card.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
\*Please review Part 14. Supervisor Responsibilities of the Purchasing Card Program Policies & Procedures

Approving Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Procurement