

Request for Procurement Card



In order to obtain a RISD Procurement Card, you must fill out the following application. **This is not a credit application.** It is an application to verify that you qualify under RISD guidelines for the card. A request does not guarantee approval. Benefits to both you, as the card holder, and to RISD must be demonstrated in order to justify the issuance of a card. You must be a permanent RISD employee in order to apply.

Upon completion of the request, the appropriate personnel must approve this form. When approved, you will be notified. At that time, you must make an appointment with Kim Harpin at ext. 6424 to review and sign the **Cardholder Agreement Form / User Guide**. Any questions you may have about the use of the card and your responsibilities as a card holder will be answered at that time.

Department Information

Department Name

Department Account Number

Card to be Issued To:

Name

RISD ID #

Date of Birth

Home Phone Number

Department

Title/Date of Hire

RISD Phone Number

Card Justification



This should include:

- Why the card is needed
- What the card is to be used for
- Types of purchases that will be made
- Why this individual would benefit from the card
- How RISD would benefit from this individual having the card

Either the applicant or his/her immediate supervisor may fill this out.

Required Signatures

Requestor	Date
Supervisor	Date
Dean / Vice President	Date
Grant Funds Manager (if applicable)	Date
Procurement Card Manager	Date
Director of Procurement Services	Date