

Procurement Card Application Instructions Cardholder Information

Cardholder Name – The individual who will be responsible for all purchases made on the card. This person must be an employee of USM.

Social Security No. – Social security number of the cardholder.

Date of Birth – Date of birth of the cardholder (MM/YYYY).

Employee ID – Employee ID of the cardholder

Email Address – Email address for the cardholder.

Department Information

Department Name -

Department Mailing Address – The United States Postal Service mailing address for the department.

Business Phone No. – Cardholder's phone number.

Department Name – Name of the department for the cardholder

Default Budget String – Main FUND, DEPT, PROGRAM, and/or PROJECT associated with card

Text on Card – This information will be displayed on the card below the Cardholders' name.

Other Information

Spending Limit – This is the total dollar limit for a billing period for a card. The limit set by the university is \$20,000

Single Transaction Limit – The single transaction amount of \$5,000

Application for Procurement Card

Cardholder Information

Cardholder Name _____

Social Security No. _____ Date of Birth _____

Employee ID _____

Email address _____

Department Information

Department Name _____

Department Mailing Address _____

Department Phone No. _____

Email Address _____

Text on Card _____

(26 Characters displayed under cardholder's name, may be department name or project name)

Other Information

Default Budget String: _____

Spending Limit: \$ _____ (not to exceed \$20,000)

Single Transaction Limit: \$ _____ (not to exceed \$5,000)

Signature of applicant

Budget authority signature

Send the completed Procurement Card Application to:
Procurement Card Administrator
Box 5118

Internal Use Only

Date Received
Date Processed
Issue Date
Card Account No.

The following items may **NOT** be purchased with the procurement card:

A. Equipment with a cost of \$1000 or More

B. EXCEPTIONS to the \$1000 rule (Can NOT be purchased on p-card):

1. WEAPONS
2. CAMERAS and CAMERA EQUIPMENT WITH A COST OF **\$250 or More**
3. TWO WAY RADIO EQUIPMENT
4. TELEVISIONS WITH A COST OF **\$250 or More**
5. LAWN MAINTENANCE EQUIPMENT
6. CELLULAR TELEPHONES
7. MAJOR COMPUTER COMPONENTS:
 - o PRINTERS AND MULTI-PURPOSE MACHINES WITH A COST OF **\$250 or More**
 - o HARD DRIVES **\$250 or More**
 - o CPU's
8. CHAIN SAWS
9. AIR COMPRESSORS
10. WELDING MACHINES
11. GENERATORS
12. MOTORIZED VEHICLES

C. Former Exception Items Now Only Subject to the \$1000 Rule (if less than \$1000 you may use p-card):

1. RECORDERS
2. IPODS
3. MP3 PLAYERS
4. TYPEWRITERS
5. APPLIANCES (AIR CONDITIONERS, REFRIGERATORS, MICROWAVES, ETC...)
6. VCR'S
7. STERLING SILVER
8. SCANNERS
9. DICTATING EQUIPMENT
10. ANTIQUES
11. MODEMS

The preceding list is general and subject to change. If you have any questions about whether an item would be considered a special inventory item, please contact [Camille Anderson](#) in Property Accounting or [Cathy Gemmill](#) in Purchasing.