

**Baylor University**  
**PURCHASING CARD**  
**ENROLLMENT APPLICATION**

*Complete and return Enrollment Application and User Agreement to*  
**Purchasing Card Administrator**  
**One Bear Place #97084**  
**Or Fax 710-3465**

**CARD/STATEMENT INFORMATION**

**Name** \_\_\_\_\_

**Cardholder** Name on the Card (25 Character Limit)

Print \_\_\_\_\_

Baylor ID # \_\_\_\_\_ DOB \_\_\_\_\_

Mother's Maiden Name (first 4 characters only) \_\_\_\_\_

Campus Address: One Bear Place # \_\_\_\_\_ Campus Ph \_\_\_\_\_

Campus Email \_\_\_\_\_

**Billing Information**

Dept ID (default) \_\_\_\_\_ Accounting Code \_\_\_\_\_

Additional Department ID's allowed to charge to, other than default:

\_\_\_\_\_

**APPROVER'S RESPONSIBILITIES:**

The approver is responsible for reviewing Purchasing Card transactions on the printed Electronic Statement and Baylor Transaction Detail report to verify that each purchase is in accordance with University policy, is properly coded, is within available budget funds and that proper itemized documentation exists for each purchase made using the Purchasing Card. This documentation is critical to provide audit substantiation. Approvers are also responsible for signing and dating the monthly Electronic Statement. For additional information, the Purchasing Card policy can be reviewed at <http://www.baylor.edu/purchasing/index.php?id=45027>.

**My signature below certifies that I have read and agree to the responsibilities described above.**

Approver's Name (Print) \_\_\_\_\_

Email Address \_\_\_\_\_

Dept Name \_\_\_\_\_ Dept ID \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_