

# Baylor University

## PURCHASING CARD

### Enrollment Application

Complete and return Enrollment Application and User Agreement to  
Card Program Manager/Buyer  
One Bear Place #97084  
Or Fax 710-3465

#### CARD/STATEMENT INFORMATION

Name \_\_\_\_\_

Cardholder Name on the card (21 Character Limit)

Print \_\_\_\_\_

Baylor ID # \_\_\_\_\_ DOB (MM/DD/YYYY) \_\_\_\_\_

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

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

Home Address \_\_\_\_\_

#### Billing Information

Dept/Proj ID (default) \_\_\_\_\_ Acct Code \_\_\_\_\_

Additional Dept/Proj ID's: \_\_\_\_\_

\_\_\_\_\_

#### APPROVER'S RESPONSIBILITIES:

The approver is responsible for reviewing Purchasing Card transactions on the printed Commercial Card 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 Baylor Transaction Detail report. For additional information, policy can be reviewed at <http://www.baylor.edu/procurement/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 \_\_\_\_\_

#### FOR OFFICE USE ONLY

Cardholder HR \_\_\_\_\_ Status \_\_\_\_\_ Confirm \_\_\_\_\_

Approver New \_\_\_\_\_ Email \_\_\_\_\_ Canvas \_\_\_\_\_ Completion Email \_\_\_\_\_ Y/N on CC \_\_\_\_\_ Outlook \_\_\_\_\_ P-Drive \_\_\_\_\_ Add COA \_\_\_\_\_