



**COLORADO COMMUNITY COLLEGE SYSTEM  
US BANK - PROCUREMENT CARD APPLICATION**

**NOTE: Also submit the Org Code Delegation Signature and Approval form and the Banner Security Access for Finance Activities form, if not already submitted. These forms can be found in the Finance Section of the CCCS website under the Accounting dropdown. Contact Purchasing with any questions.**

Card Holder Name: \_\_\_\_\_  
Last First M.I.

Legal Name, if different: \_\_\_\_\_

Statement Address: Please mark your location:

\_\_\_\_\_ 9101 E. Lowry \_\_\_\_\_ 1059 Alton Way \_\_\_\_\_ 700 Boston St. \_\_\_\_\_ 9026 E. Severn Pl.

\*Employee S #: \_\_\_\_\_ BANNER User ID: \_\_\_\_\_  
(obtain from HR if unknown) (if you do not have one enter "New")

\*Email: \_\_\_\_\_ Bus Phone No: \_\_\_\_\_

Department: \_\_\_\_\_ Org Code: \_\_\_\_\_

Mother's Maiden Name: \_\_\_\_\_

I, the cardholder, represent and warrant that all information on this application is true and correct, and my use of the card to be sent to me shall constitute my agreement with the terms, conditions and procedures contained in the Procurement Card Cardholder Agreement and the CCCS Procurement Card Manual that will accompany the card.

\_\_\_\_\_  
*Cardholder Signature* Date: \_\_\_\_\_

***Approving Official Information***

*I certify that I have a current Org Code Owner Signature Card for the default org on file with the fiscal department.*

Name (please print): \_\_\_\_\_ Signature \_\_\_\_\_

VC Signature (if different): \_\_\_\_\_ Date: \_\_\_\_\_

***For Business/Purchasing Office use***

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
*Terry Hindsman, PCard Administrator*

MCC Templates: 1, 2, 3, 5 Finance: 1, 2, 3, 4 Optional 1: 1350019

Amount Per Transaction Limit: \$2,000 Amount Per Cycle Limit: \$4,999

Processed Access Online: \_\_\_\_\_ Banner Security: \_\_\_\_\_ FOMPROF: \_\_\_\_\_ Dist. List: \_\_\_\_\_

Delegated Signature Authority: Cardholder \_\_\_\_\_ Approving Official \_\_\_\_\_