



Approving Official Application

Please indicate which card this application is for: **Pcard** **Department Travel Card**

A. Approver Information **Date of Pcard Training:**

Last Name	First Name	MI	Title
Department Name	Building	Room	Campus Mail Stop
Universal Login	Campus Phone	Home Phone	Campus Email

B. Cardholder Name(s)

C. Approver Signature

I acknowledge that all purchases must comply with the terms and conditions of the University Policies & Procedures and the laws of the State of Washington. I understand all purchases are made for Western Washington University business purposes only and not to be used for any personal use. I also understand that I will be held responsible for any action deemed inappropriate and that, WWU may terminate my access for any reason.

Print Name of Budget Authority	Signature	Date
--------------------------------	-----------	------

D. Financial Manager

As the Financial Manager, I approve of the individual stated in section A to participation in the card program. My responsibilities will continue to ensure that department personnel will comply with dollar limits and other University policies and procedures requirements.

Print Name of Financial Manager	Signature	Date
---------------------------------	-----------	------

For Office Use Only

Application Rec'd: _____ Empl Verified: _____ BA Verified: _____ Database Entry: _____ Card Ordered: _____ Distributed: _____

Init: _____

Approver Setup:

Hierarchy: _____ Role: _____ Scope: _____ Distr. Group: _____ User ID: _____ Date: _____

Approving Official Application Instructions

Approving Officials (the Approver) must complete the required online training and fill out an application.

The Approving Official:

- Monitors, reviews and approves card transactions to ensure compliance with purchase card policies and procedures.
- Approves transactions utilizing the designated online system.
- Assigns a backup Approver.
- Responsible for providing specific direction to department employees regarding proper allocation of purchases to accounts.
- Is familiar with and understands the list of prohibited and restricted purchases.
- Must review and comply with the State laws as defined in the State Administrative & Accounting Manual (SAAM), University Policies, and Procedure.

Section A, Approver Information: Enter the name, physical location, phone numbers, and email address and Universal Login. **NOTE:** For pcard setup purposes, please be sure to fill in your **ORGN CODE**.

Section B, Cardholder Name(s): List all cardholders that you will be responsible for transaction approval.

Section C, Approver Signature/Budget Authority: Approvers must read and certify acceptance of responsibility as stated, by signature.

Section D, Financial Manager Approval: The Financial Manager, must approve all individual participation in the card program.

Please complete, print and sign the application and then forward to the Business Services Card Administrator, MS-1420.