



## Procurement Card Application

First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_ Last Name: \_\_\_\_\_

Please mark if you would like your credit card to include your middle initial

UIN / RFID # \_\_\_\_\_

Department: \_\_\_\_\_

Business Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Request is hereby made for a Bank of America – VISA credit card under the Old Dominion University Research Foundation (ODU RF) Procurement Card Program. It is understood that this card is for the sole purpose of small dollar procurements on sponsored program, cost center and discretionary purchases administered by ODU RF.

Amount Requested: \_\_\_\_\_

Guarantee Account Number: \_\_\_\_\_

Must be a discretionary account. Cannot be a sponsored program acct (grant or contract)

Account Type (check one):

\_\_\_ Discretionary (Individual)    \_\_\_ Departmental (Dept/College)    \_\_\_ Overhead (Center)

Authorized Signature for Guarantee Account \_\_\_\_\_

Authorized Signature of Cardholder \_\_\_\_\_

Date: \_\_\_\_\_