



Purchasing Card Travel Addition Form

Section 1 – Cardholder Information – for current cardholders only

_____ Last Name _____ First Name _____ Last 6 of Card #

- ___ I request travel** be added to my current purchasing card.
- ___ I acknowledge that I must take the travel quiz prior to submitting this request.
- ___ I acknowledge that it is my responsibility to submit a TA# with all travel receipts.

DSU Purchasing Cards are for approved University purchases not to exceed single transaction and monthly cycle limits. Only eligible University business expenses may be charged to the PCard; personal purchases are strictly prohibited; all PCard transactions must be supported by original proof of purchase or credit documentation; and all transactions must be reviewed by a person other than the cardholder.

All PCards are the property of Dixie State University. If a card is lost or stolen, immediately notify the following: DSU PCard Program Administrators (ext. 7613 or 7612), US Bank Customer Service (1-800-344-5696), and your PCard Coordinator. Improper or fraudulent use of the PCard will result in disciplinary action, including possible termination.

Section 2 – Budget Administrator Information and Approval

_____ Budget Administrator’s Name _____ Budget Administrator’s Signature

_____ Supervisor to Review and Approve Expenditures* _____ Default Index Code

Signature of Cardholder _____ Date _____

*Not required if Budget Administrator will review and approve expenditures.

** If requested for travel, no personal credit cards may be used for travel.