



Forward to the Purchasing Services, 609 Robertson Hall once completed and signed.

**Applicant Information:**

First Name/Last Name: \_\_\_\_\_

Banner ID # (9 digits): \_\_\_\_\_ Position Title: \_\_\_\_\_

Department Name: \_\_\_\_\_ Extension: \_\_\_\_\_

Email: \_\_\_\_\_

Birthdate: \_\_\_\_\_

MM/DD/YYYY

**Default Funding Source:**

Fund	Org	Account	Activity Code (if applicable)
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I have read and agree to abide by the Purchasing Policy and the Procurement Card Policy which can be found at <http://carleton.ca/secretariat/policies/>

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**HEAD OF DEPARTMENT AUTHORIZATION:**

I acknowledge that I am the Head of the Department, and as such I authorize the above applicant to receive a purchasing card. For operating funding sources only, I also grant posting authority to this applicant.

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

(Please print name): \_\_\_\_\_

**Purchasing Services use only:**

Monthly \$ Limit \_\_\_\_\_ Transaction \$ Limit \_\_\_\_\_

Purchasing Card Administrator Notes: \_\_\_\_\_ Date: \_\_\_\_\_

RFS Approval (If Applicable): \_\_\_\_\_ Date: \_\_\_\_\_