

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT  
Purchasing and Contracts  
8800 Grossmont College Drive  
El Cajon, CA 92020-1799

**PROCUREMENT CARD APPLICATION**

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Last First Middle

College and Department: \_\_\_\_\_  
(college name and department)

Business Telephone: \_\_\_\_\_ Email Address: \_\_\_\_\_  
(must be in 7-digit format)

Have you ever been convicted of a criminal offense?  NO  YES

If yes, please explain: \_\_\_\_\_

**Procurement Card type:**

- SUPPLY Key Code \_\_\_\_\_/4310
- TRAVEL\* Key Code \_\_\_\_\_/5210
- MEETINGS Key Code \_\_\_\_\_/4410 (Prior approval by District Bus Ofc required)

\* Travel cards are limited to Governing Board and Chancellor's Cabinet members.

It is the responsibility of the cardholder to contact P & C to cancel the card when it is no longer needed.

**I hereby certify that the statements above are true and complete to the best of my knowledge and belief. I understand that any false statements on this application may be the cause for my termination.**

\_\_\_\_\_  
Signature of Applicant Date

\_\_\_\_\_  
**Print** name of Supervisor

Approve  Disapprove

\_\_\_\_\_  
Signature of Supervisor Date

\_\_\_\_\_  
**Print** name of Site Business Officer

Approve  Disapprove

\_\_\_\_\_  
Site Business Officer Date