



VISA PROCUREMENT CARD AUTHORIZATION FORM

I hereby authorize the following State employee in my department to obtain and use the JP Morgan VISA Procurement Card for appropriate State expenditures within the transaction limit indicated below. I agree to oversee and ensure that this employee will complete all required Procurement Card training sessions and will abide by all applicable program rules and regulations.

Employee Name: _____ Dept: _____
(Legal name as it is to appear on the card)

Title: _____ SUNY ID: _____

Employee Signature: _____

Employee Email Address: _____

Employee Campus Building/Room #: _____

Phone: _____ Fax: _____ Date: _____

- Approved for \$2500 maximum transaction limit
- Approved for other transaction limit (please specify): \$ _____

State/IFR Default Account Number: _____ (one account per card)

Approved by: _____ Signature: _____
(Print Dept. Mgr Name) (Dept Mgr. Signature)

<p>Office Use Only:</p> <p>SCSO USER ID: _____ DEPT CODE: _____ Approved <input type="checkbox"/></p> <p>DEPARTMENT TRANSFER ONLY <input type="checkbox"/> PREVIOUS DEPARTMENT CODE: _____</p>

Please forward this form to the Program Administrator, Procurement & Payment Services