

Payment Card Request Form

The Payment Card Program was implemented to provide an efficient method for making purchases and payments when standard university procedures cannot be applied. The Payment Card is not for general procurement use and is not a replacement of the university's standard procurement process. Use of the Payment Card is restricted to three criteria:

1. Goods that cannot be procured through the normal procurement process.
2. In the event of an emergency, and after consulting the Office of Procurement Management, the lead-time for the delivery through the normal procurement channel is not adequate to meet the required deadline as outlined in the university's Procurement Policies and Procedures.
3. Payments to vendors that do not accept purchase orders, electronic transfer or check payment.

Please forward the completed form to dcollection@nova.edu. The requester will be notified once a decision is reached. Failure to provide sufficient information will result in the Payment Card request being denied.

Cardholder Information

Last Name		First Name	
NSU ID	Title	Department	
Phone Number		Email Address	
Statement Address (office)			

Complete this Section to Request a New Card

Reason for Payment Card is being requested	
Requested monthly credit limit	Requested single transaction limit
Type of purchases that will be made	
Name of merchants (vendors) and expected number of transactions per month for each	
Name of Dean, Director or Official who will be approving the monthly statement:	

Complete this Section to Update an Existing Card

Describe the change requested	Last 4 digits of the card
Reason for change	

Department Signature

Requester / Cardholder's signature: _____ Date: _____

Department Head's Approval Signature: _____ Date: _____

Procurement and Financial Operations Review

Procurement	Date	Approved <input type="checkbox"/>	Denied <input type="checkbox"/>
	Comment		
Accounts Payable	Date	Approved <input type="checkbox"/>	Denied <input type="checkbox"/>
	Comment		
University Controller	Date	Approved <input type="checkbox"/>	Denied <input type="checkbox"/>
	Comment		