☐ PURCHASING	
TRAVEL	

T/M

TEXAS A&M UNIVERSITY-SAN ANTONIO Procurement/Travel Card Application Form

Applicant's Name/Title				
Department Name	Bldg	Room #	<u> </u>	-
Department's FAMIS Code (Four-Fi	ive alpha characters)		· · · · · · · · · · · · · · · · · · ·	
Phone Number	E-mail			
Employee Universal Identification N	lumber (UIN)			
Default FAMIS Account (designate	only one account)			
Monthly Limit Request (Max \$5,000)Transac	ction Limit Request (I	Max \$1,500)	
Department contact for Audit/Recor	nciliation:			
Name	Phone	E-mail		
I understand that I must attend a tr Guide. I further agree to adhere to Card Agreement before a card will this card may result in disciplinary a	the departmental deleg be issued. Upon the iss	gated authority guidel uance of card, I unde	lines and to sign the Cardh erstand that the improper ι	nolder
Applicant's Name (Print/Type)	Applicant's Signa	ature	Date	
I hereby approve the applicant, liste Procurement/Travel Card. I agree the made by this individual. I will assure documentation retained. I understar disciplinary action, up to and includi	at the account used will monthly reconciliation nd that the improper use	have funds sufficient of all statements will e of this card by this i	to cover any and all charges be done as required and al ndividual may result in	
Division Head (Print/Type)	Division Head		Date	
Approved:				
PCard Administrator				
Submitted to GCMS (date):	By		For Procure	ement Office Use\$/T\$/MT/D

Revised 01/08/2020