



**DELAWARE STATE UNIVERSITY**  
**DIVISION OF FINANCE**  
 SMITH ADMIN BLDG, 3<sup>RD</sup> FLOOR  
 PHONE: 302.857.6200

**Travel and Purchasing Card (P-Card) Application**

**Travel Card**       **P-Card**       **Expedited shipping** (\$20 Fedex charge applies)

DSU ID#:	Date of Birth (00/00/0000):
First Name: <i>(type or print)</i>	
Last Name: <i>(type or print)</i>	
Business Phone: ( )	Business E-mail:
Department Name:	Department Number:

CREDIT LIMIT FOR OPERATIONAL FUNDS ONLY		CREDIT LIMIT FOR GRANTS FUNDS ONLY	
Total Credit limit	\$5,000	Amount Requested:	
<i>Credit limits in excess of \$5,000 must be authorized by the cardholder's supervisor and Finance</i>		<i>Restricted Accounting Approval (initial and date):</i>	

I certify I completed the mandatory Travel and PCard training on \_\_\_\_\_ Initials: \_\_\_\_\_

By my signature below, I acknowledge that I have read and understand the University's PCard, Travel, and Travel Card policies and procedures and relevant Collective Bargaining Agreements. I acknowledge that prior to receipt of this card, I am required to attend training administered by the Division of Finance. I understand that charges made using this card should be reasonable, necessary, and consistent with the business and professional needs of Delaware State University and that I may be liable for charges should I not adhere to the prescribed policies and procedures.

**Signatures**

_____	_____	_____	_____
<b>Applicant Name (Printed)</b>	<b>(Position Title)</b>	<b>(Signature)</b>	<b>(Date)</b>
_____	_____	_____	_____
<b>Department Approval Name (Printed)</b>	<b>(Signature)</b>	<b>(Date)</b>	

Travel Card Application can be returned via email to [travelcard@desu.edu](mailto:travelcard@desu.edu) and the PCard Application can be returned via email to [pcard@desu.edu](mailto:pcard@desu.edu)

**Office Use Only**

Date App Received \_\_\_\_\_ Date Returned if incomplete \_\_\_\_\_ Date Ordered: \_\_\_\_\_

Date Card Delivered: \_\_\_\_\_ Date Pick Up: \_\_\_\_\_ CenterSuite Login: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

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