



Cal Poly Pomona Philanthropic Foundation Purchasing Card Application

Application Date: _____

Cardholder's Name: _____

Last 4 Digits of SSN: _____

Division: _____

Phone: _____

Location/Department: _____

Email Address: _____

Employer Status

University

CPP Foundation, Inc.

Single Transaction Limit: _____

Monthly Transaction Limit: _____

Cardholder

Reconciler's Name: _____

Phone: _____

Email Address: _____

Cardholder is responsible for upholding the Philanthropic Foundation's policy related to the use of the Purchasing Card. By accepting or using the Purchasing Card you agree to use it only for business purposes and in accordance with the Philanthropic Foundation's policies and procedures for the use of the card. The improper use of this card may result in disciplinary action, up to and including termination of employment. The Cal Poly Pomona Philanthropic Foundation will utilize all available resources to collect any amounts owned by you, for any unpaid balances on the card, his/her designee or successor shall be charged, provided that related expenditures are allowed by the Project Agreement. The Cal Poly Philanthropic Foundation may terminate your rights to use the card at any time for any reason. Cardholder agrees to return the card to the Philanthropic Foundation immediately upon termination of employment with Cal Poly Pomona University or Cal Poly Pomona Foundation Inc. The Statement Expenses (CCER), all receipts and related documents must be returned to the Philanthropic Foundation Accounting Bldg. #55 by the **25th of the month**. If Philanthropic Foundation accounting has not received supporting documentation from the cardholder for the purchases within sixty (60) day following the date of the first notice sent to the cardholder requesting such documentation (two additional emails will be sent to the cardholder during the sixty(60) day period with their supervisor copied on the email), your Purchasing Card will be cancelled and the amount of the undocumented purchases shall automatically be charged as p-card no receipts to an unrestricted Philanthropic Foundation account number and disciplinary action may be taken.

Purchasing Card Approval

Cardholder Signature: _____

Date: _____

Authorized Approval
Name (Print): _____

Authorized Approval
Name (Signature): _____

Authorized Approval
Name (Print): _____

Authorized Approval
Name (Signature): _____

Philanthropic Foundation Use Only

Vendor ID: _____ Fund: _____ Function: _____ Division _____ Completed CCER _____

Chief Operating Officer Signature: _____

Date: _____

Foundation AP Signature: _____

Date: _____