



## Contracts & Purchasing Guide 2021-22



## Our Mission

The mission of the Contracts and Purchasing Department within the division of Administration and Finance is to develop and implement sound procurement practices while providing quality service through teamwork and communication with University departments and vendors. The Contracts and Purchasing Department is dedicated to providing our staff and faculty with the most effective and efficient centralized means for procuring quality goods and services, in an economical and timely manner, in support of the Gallaudet University mission and goals. The Contracts and Purchasing Department provides direction and support to the University community in identifying sources capable of providing a continuous supply of goods and services in a quality and cost efficient manner.

## Goals

Ensure the uninterrupted delivery of acceptable quality of good and services at the right time and price.

Procure materials and services for the University's use at the maximum end-use value per dollar spent.

Develop reliable alternate sources of supply to meet the University's requirements.

Resolve complaints on all goods and services purchased thru our department.

Establish contract terms and administer contracts effectively.

Ensure University business is conducted in a fair, ethical and open environment, in full compliance with University policies and procedures, as well as applicable laws and regulations.

Promote and encourage the use of deaf or alumni vendors.

Gallaudet University is an equal opportunity employer/educational institution and does not discriminate on the basis of race, hearing status, disability, religion, color, national origin, age, sex, covered veterans status, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, political affiliation, source of income, place of business or residence, pregnancy, childbirth, or any other unlawful basis. PP

## Contact Us

College Hall, Room 313/315  
Hours: 8:00am – 4:30pm, Monday-Friday

Email: [purchasing@gallaudet.edu](mailto:purchasing@gallaudet.edu)

Telephone: 202-651-5533

Fax: 202-651-5270

<http://www.gallaudet.edu/contracts-and-purchasing>

**Randi Vandegrift**

**Contracts & Purchasing Agent**

**[Randi.Vandegrift@gallaudet.edu](mailto:Randi.Vandegrift@gallaudet.edu)**

**College Hall, Room 315**

**202-651-5503 V**

# Content

Purchasing

Requisition Process

Purchase Order

Receiving Items

Furniture and Space Design

Contracts for Services

Grants

Adobe Sign Tutorial

Amazon Business Account

Staples Advantage

Purchasing Card

## HOW TO PURCHASE ITEMS OR SERVICES

All departments must first complete the requisition process. If you are not yet a Requester or an Approver, email [purchasing@gallaudet.edu](mailto:purchasing@gallaudet.edu) and the role will be created for you through a Help Desk ticket. If working remotely you must first log into your vpn (virtual private network) and enter fsprod.gallaudet.edu in your browser's search box. If you are not familiar with a vpn, contact the Technology department and they can assist you. To begin creating a requisition, first access the link below, your log in information will be:

Link: fsprod.gallaudet.edu

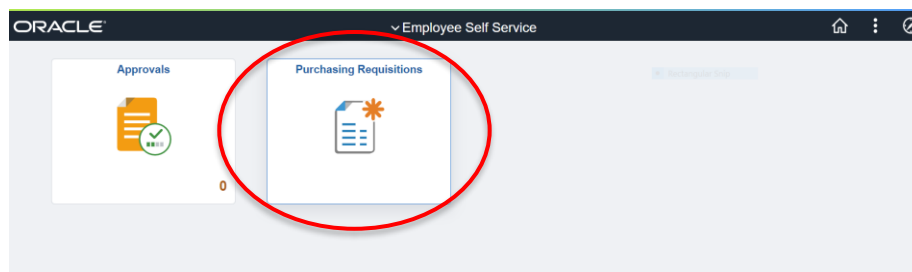
User ID: FirstName.LastName

Password: use your Gallaudet email password

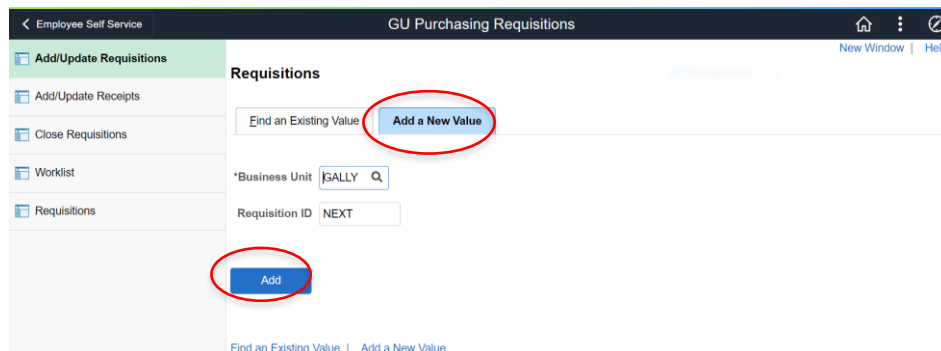
The following information is a guide and video to creating a requisition.

<https://www.youtube.com/watch?v=8dzGVwTkYMQ>

1. Click on box **"PURCHASING REQUISITION"**.



2. Click on the **"Add a New Value"** tab.
3. Click on the blue **"Add"** button.



4. In the **"Requisition Name"** box, type in the Vendor's Name.
5. Click on **"Add Comments"** link (in blue), **Note:** once you have added comments it will change to **"Edit Comments."**

New Window | Help | Personalize Page

Maintain Requisitions

**Requisition**

Business Unit GALLY

Requisition ID NEXT

Requisition Name   Copy From

Status Open

Budget Status Not Chk'd

☐ Hold From F

▼ Header ?

\*Requester  Q

\*Requisition Date 03/22/2021  Requisition Info

Origin ONL  Q Online Voucher Entry

\*Currency Code USD Dollar

Accounting Date 03/22/2021

Requisition Defaults Add Comments

Requisition Activities

Amount Summary ?

Total Amount 0.0

5. In the comment box, type the document description that you are attaching (example: Scope of Work, Proposal, Quote, Employee Vs Contractor Checklist, etc.)

**Note:** This area is also to put the POC – Point of Contact information, such as vendor contact name, address, email address, phone number if this information is not already available on the SOW, Proposal, or Quote.

Click **“attach”** and upload your document.

NOTE: If adding more than one document you MUST click on the “+” (plus sign) and a new blank window will appear to add another document. Follow step 5 again. You can only add one document per window.

Click **“ok”**

Comments

Use Standard Comments

Comment Status Active

Inactivate +

☐ Send to Supplier ☐ Show at Receipt

☐ Show at Voucher ☐ Approval Justification

Associated Document

Attachment Attach View Delete ☐ Email

From -> REQ GALLY-NEXT

OK Cancel Refresh

## 6. DETAILS TAB:

**SPECIAL NOTE:** Prior to entering information in the DETAILS line, if you know you will use more than one line, go to: (This step only applies if you are creating multiple lines, otherwise skip to the next step.)

On Main page, click on **REQUISITIONS DEFAULTS:**

Click on “**Override**”

**SPEEDCHART** box, type in Department code and Object code (no space, no dashes)

Click “**ok**”

This should allow you to create as many lines as you need without having to go through the “green book/Defaults icon, Red Page/Schedule Icon, White Page/Distribution icon” process for each line.

The screenshot shows the 'Requisition Defaults' form. At the top, it displays 'Business Unit: GALLY', 'Requisition ID: NEXT', 'Requisition Date: 03/22/2021', and 'Status: Pending'. Under 'Default Options', the 'Override' radio button is selected and circled in red. Below this, the 'Line' section contains fields for 'Buyer', 'Supplier', and 'Category', each with a search icon. The 'Schedule' section includes 'Ship To' (set to 'RECEIVING'), 'Due Date', 'Ultimate Use Code', and 'Attention To'. The 'Distribution' section has a 'SpeedChart' field, which is also circled in red. A link for 'One-Time Defaults' is visible above the SpeedChart field. Other fields include 'Unit of Measure', 'Supplier Location', 'Distribute By' (set to 'Quantity'), 'Ship Via', and 'Freight Terms', all with search icons.

**OTHERWISE** use the following steps and proceed:

Click the tiny arrow in the “**DESCRIPTION**” box to expand that window and then type a brief description of the service that will be provided by the vendor. (Example: Providing video creation services for the University Communications department.)

**QUANTITY** box (IF services) enter “1” (one). IF you are purchasing items then you would put the quantity of how many of that same item you are ordering.

**UOM** box (Unit of Measure) if services, enter “LOT” if it is not a set amount of time, such as “year”, “month”, etc.

**CATEGORY** box enter the Object Code.

**PRICE** box enter the full cost of the services (if services) that will be provided. **Do not** enter the hourly rate. **IF** you are entering items to be purchased then you would enter the cost of 1 “one” item.

**NOTE:** The magnifying glass gives you a list of your options.

Click on the “**GREEN BOOK**” also called the “**DEFAULTS**” icon



Line 1

Details

Ship To/Due Date Status Supplier Information Item Information Attributes Contract Sourcing Controls

Line	Item	Description	Quantity	*UOM	Category	Price	Merchandise Amount	Status			
1			0.0000				0.00	Open			

View Printable Version View Approvals \*Go to ...More...

7. In the **SPEEDCHART** box type your department code and object code (no spaces, no dashes).

Click “**ok**”

Maintain Requisitions

Defaults for Line 1

Requisition ID NEXT Item

Line 1

Default Options Default

SpeedChart

Distributions

Dist	Percent	GL Unit	Account	Oper Unit	Fund	Dept	Program	Class	*Bud Ref
1		GALLY	5421						

OK Cancel Refresh

8. A “retrofit” window will appear, click on “Mark All” and the boxes in the left column (under “APPLY”) will automatically be check marked.

Then go to the far right column and check the boxes under “Apply to All Distributions.”

**NOTE:** You will notice that the lines for which you check the box will “uncheck” the box in the left column. That is what it should do.

Click “**ok**”



**Retrofit field changes to all the distributions on the Requisition Line - 1**

Requisition ID: NEXT Status: Pending

For the distribution specific defaults,  
 Select 'Apply' to apply changes to the Distrib Line value on the selected requisition line.  
 Select 'Apply to All Distribs' to apply changes to all distribution lines on the selected requisition line.


☒ Mark All ☐ Unmark All

**Retrofit Field Selection**

Apply	Distrib Line	Field Name	Field Value	Apply to All Distribs
<input type="checkbox"/>	1	Fund	101	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	1	Percent	100	<input checked="" type="checkbox"/>
<input type="checkbox"/>	1	Budget Date	2021-03-22	<input checked="" type="checkbox"/>
<input type="checkbox"/>	1	Dept	6210	<input checked="" type="checkbox"/>
<input type="checkbox"/>	1	Bud Ref	2021	<input checked="" type="checkbox"/>
<input type="checkbox"/>	1	GL Unit	GALLY	<input checked="" type="checkbox"/>
<input type="checkbox"/>	1	Account	5421	<input checked="" type="checkbox"/>



**OK** Cancel Refresh

Once the window disappears it will take you back to the Details tab line with the green book (Defaults Icon), to the right of it...

9. Click on the “Red Page with a Clock” icon  also called the “Schedule” icon.

ines ?







Details Ship To/Due Date Statuses Item Information Attributes RFQ Contract Receiving II»

Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status		
1		CONTRACT TO CONDUCT ASSESSMENTS AND THERAPY SESSIONS FOR THE RERC PROJECT (NCE - FY21)	1.0000	YR	5421	2,782.05000	2,782.05	Approved		

10. On this page you will ONLY click on the “White Page with Arrows” also called the

“Distribution” icon 

Details Statuses Shipment Matching Receiving Freight RTV II»

Sched	Schedule Details	*Due Date	*Ship To	Ship To Address	*PO Qty	Price	Merchandise Amount	Status	Price Adjustment	Miscellaneous Charges	Sched Sales/Use Tax	Distributions/ChartFields
1		04/05/2021	RECEIVING		1.0000	2,782.05000	2,782.05	Active				

**IMPORTANT:** On this page there are 4 (four) boxes you need to be sure the information is there and correct:

1. Account box should have the Object Code
2. Fund box should have a 3 digit code
3. Dept box should have the department number

4. Bud Ref should have the current Fiscal Year/Budget Year. If services will cross over more than one fiscal year, create a line (from the main page) for each fiscal year and add the determined amount of funds for each year.

Click “ok”

**Distribution Details** [Help](#)

[Rectangular Snip](#)

Item [hello](#)

Status Active

Quantity 1.0000 LOT

Open Quantity 1.0000

Merchandise Amt 1.00 USD

Merchandise Amount	GL Unit	Account	Oper Unit	Fund	Dept	Program	Class	*Bud Ref
1.00	GALLY	5421		101	6210			2021

**SPECIAL NOTE:**

If you need to add extra lines for more services or (if purchasing items) more items then you can click on the “+” to the right on the DETAILS tab line on the main page. Then follow steps 6 through 10 again.

Next page, click “Return to Main Page”

[Return to Main Page](#)

**11. SUPPLIER INFORMATION** tab:

Click on the magnifying glass in the Supplier box.

[Purchasing Kit](#) [Catalog](#)  
[Item Search](#) [Requester Items](#)

Line ?

Details Ship To/Due Date Status **Supplier Information** Item Information Attributes Contract Sourcing Controls

Line	Item	Description	Supplier	Supplier Name	Location
1		hello			

[View Printable Version](#) [View Approvals](#) \*Go to ...More...

In the “**Short Supplier Name**” box, type in a partial name of the vendor.

Click “**Search**”

If the vendor name is in the system, click on the vendor name.

If the vendor name is NOT in the system then click the “x” to get out of that window.

**NOTE:** You do not need to enter a Supplier Name if the Supplier is not in the system. Leave the box blank.

Look Up Supplier

SetID: GALLY

Supplier ID begins with: [ ]

Short Supplier Name begins with: Am

Buttons: Search, Clear, Cancel, Basic Lookup

Search Results

Only the first 300 results can be displayed.

View 100 | 1-300 of 300

Supplier ID	Short Supplier Name	Supplier Name	Additional Name	Our Customer Number	Old Supplier ID
000000007	ACADEMY FORD S	ACADEMY FORD SALES	(blank)	(blank)	ACA408
000000009	ACME PAPER & S	ACME PAPER & SUPPLY CO., INC	(blank)	(blank)	ACM2076
000000017	SIMON & SCHUST	SIMON & SCHUSTER, INC	(blank)	(blank)	ALL42589GA
000000023	AMERICAN HOTEL	AMERICAN HOTEL REGISTER COMPANY	(blank)	(blank)	AME3931
000000025	AMERICAN ELEVA	AMERICAN ELEVATOR INSP SVCS	(blank)	(blank)	AME4475
000000029	AMERICAN MANAG	AMERICAN MANAGEMENT ASSOCIATION	(blank)	(blank)	AMERM4267

**CLICK “SAVE”**

The requisition will automatically be assigned a number once it is saved. That is the number you will use as a reference.

**APPROVERS:** To view the Approvers for your requisition, go to:  
Click on “View Approvals”

Due Date | Status | Supplier Information | Item Ir

em | Description

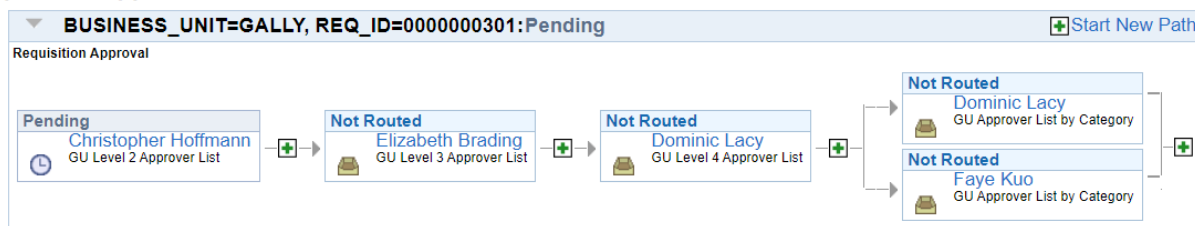
ASR#6- Bathroom

View Approvals

earch | Previous in List | Next in List | Notify

You will be able to view the approval routing:

## Requisition Approval



**NOTE:** Approvers receive an email alert that a requisition needs their approval.

**IMPORTANT:** Although BUH staff receive email alerts about requisition approvals, each department is responsible for reminding their BUH to approve requisitions.

## Step 2: Purchase Order

Each department and vendor will receive a copy of the PO via email.

## Step 3: Receiving your items

Your item (s) will be delivered to Gallaudet's Central Receiving Department. From there, they will deliver it to the department specified on the requisition. When you receive the invoice for this order, you must submit it to the Accounting Department at [accounts.payable@gallaudet.edu](mailto:accounts.payable@gallaudet.edu) for payment processing. Once the PO has been paid, your department should contact our office to close the PO.

To contact Receiving:

## Ordering Furniture and Space Design

When ordering office furniture, flooring, etc., please contact: Christopher Hoffmann, Director, Campus Design and Planning at [christopher.hoffmann@gallaudet.edu](mailto:christopher.hoffmann@gallaudet.edu). He will direct you to vendors and/or provide specifications for your furniture or other furniture related needs.

Gallaudet University is authorized to participate in the U.S. General Services Administration Schedule often referred to as GSA Schedules and E and I Cooperative Service for substantial savings to Gallaudet.

GSA establishes long-term government-wide contracts with commercial firms. GSA Schedules provide access to over 11 million commercial supplies (products) and services at volume discount pricing. It provides fast, flexible, cost-effective procurement solutions that allow us to meet acquisition challenges, while achieving our mission. The benefits of using the GSA Schedules are:

- ✓ Realize cost savings;
- ✓ Experience flexibility and choice;
- ✓ Save time;
- ✓ Achieve Transparency
- ✓ Control procurement

E and I Cooperative Service is a member owned, non-profit sourcing cooperative exclusively focused on serving the education community and provides cost savings to the university as well.

Contact Christopher Hoffmann at [christopher.hoffmann@gallaudet.edu](mailto:christopher.hoffmann@gallaudet.edu) for more details.

Once you have selected the vendor(s) go back to Step 1: Requisition Process.

## **CONTRACTS FOR SERVICES**

The Purchasing Department finalizes and issues all contractual arrangements on behalf of the University. Before a contract can be prepared, certain information is needed, and should be attached to the requisition when created. If the consultant is an individual, their social security number **MUST** be provided. If the consultant or contractor is a company, their Federal Employment Identification Number should be provided. Below is a check list of what should be provided before submitting a contract:

1. **STATEMENT/SCOPE OF WORK OR SERVICES** is a list of tasks that describes what the consultant or contractor is expected to do or produce. Often there is a specific outcome or product for which the consultant or contractor will be paid. Any supporting documentation, e.g. contractor's proposal, should also be attached.
2. **DURATION** is start and end dates and must be provided.
3. **MILESTONES/DELIVERABLES** are times and results of each phase, if any, should be described.
4. **QUALITY/QUANTITY** of the product or service and should be described.
5. **SCHEDULE OF FEES/PAYMENTS** is the total amount of the contract/consulting agreement, to include amounts to be paid at various stages during the duration of the agreement or deposits that may be required.
6. **AUTHORIZED REPRESENTATIVES** to identify the name of the person to contact for technical and/or operational specifics and the name of the authorized representative for the company.

See example below:

ADD LETTERHEAD LOGO HERE

Attachment A

Scope of Work: NAME OF CONSULTANT

ADD SUMMARY PARAGRAPH OF WORK TO BE PERFORMED HERE.

#### SCOPE OF WORK

Under this contract, NAME OF CONSULTANT will provide support to the DEPARTMENT NAME to ADD SUMMARY OF DUTIES HERE. NAME OF CONSULTANT will work with THEIR GALLAUDET SUPERVISOR'S NAME to provide services as outlined below:

- ☐ SPECIFIC TASK
- ☐ SPECIFIC TASK
- ☐ SPECIFIC TASK (add more bullets if needed)

#### PERIOD OF PERFORMANCE

The period of performance is START DATE – END DATE

#### DELIVERABLES

Timeline and results of each phase, if applicable.

#### COMPENSATION

The YOUR DEPT NAME will compensate CONSULTANT NAME at the rate of INSERT \$ AMOUNT per hour for the services described above, not to exceed a total cost of INSERT \$ AMOUNT. Invoices will be submitted on or before INSERT DATE and paid within 30 days.

#### CONTACT INFORMATION

Name: CONSULTANT NAME

Address: CONSULTANT ADDRESS

SSN: see file or EIN

Email address: CONSULTANT EMAIL

Telephone number: CONSULTANT TELEPHONE NUMBER

#### ADDITIONAL INFORMATION REQUIRED:

Individual Contractors are required to complete an “Independent Contractor Vs Employee Checklist” that must be submitted with the requisition. Form is located:

<https://www.gallaudet.edu/administration-and-finance/administration-and-operations-manual/307-contractors-and-consultants>

Certificate of Liability insurance may also be required.

Established Inc., Corp. and LLC Contractors are required to submit a W9 and ACH forms to the Finance office.

## GRANTS

The Contracts and Purchasing Department will create and finalize all grant agreements/sub-recipient agreements on behalf of the University. The following information is required:

The Primary Investigator (PI) must complete a Sub Recipient Contract Questionnaire. The Sub Recipient Contract Questionnaire can be found under Forms/Instructions on the Finance Office/Sponsored Programs Post-Award/Policies & Procedures/Subrecipient Monitoring website:

<http://www.gallaudet.edu/finance/sponsored-programs-post-award/policies-and-procedures/subrecipient-monitoring>

The Statement/Scope of Work, approved budget, and Notice of Award letter must be attached to the Subrecipient Questionnaire. The Subrecipient Questionnaire should be signed by an authorized person per the Signature Authority Form.

The completed and approved Subrecipient Questionnaire will then be delivered to the Finance Office so that an audit approval can be performed.

After the audit approval is given and delivered to the Contracts and Purchasing office, a Sub-Recipient Agreement will be created. The original Agreement requires the signature of a University contract official. The signed Agreement will then be sent to the sub-recipient/contractor in duplicate for signature.

Once the signed Agreement is received from the sub-recipient/contractor a Purchase Order is created. A copy of the original signed agreement and the PO will then be emailed to the originating department. The original signed agreement will be retained in a contract file in the Contracts and Purchasing department.

Agreement renewals require all of the information above. An Agreement Amendment will be sent to the sub-recipient/contractor.

## ADOBE SIGN

Tutorial - <https://helpx.adobe.com/sign/tutorials.html>

and <https://www.gallaudet.edu/contracts-and-purchasing/information-forms>

Used to process Grant agreements, Purchasing Card applications, Staples Advantage applications.

## AMAZON BUSINESS ACCOUNTS


The Contracts and Purchasing department has established a partnership with Amazon Business and is in the process of creating accounts for university departments. To open an account for your department, create a purchase order with the estimated amount of purchases for the fiscal year. A blanket purchase order will be created for that amount and the PO information will be uploaded to the Amazon Business account. When making purchases you will be required to select that PO number at check out.

## STAPLES ADVANTAGE

Gallaudet's main vendor for office supplies is Staples Advantage. To obtain an account for login access, please fill out the form located on our web page under Adobe Sign forms: Application for Log in Access. See example of form on the next page.

When using Adobe Sign, complete the form, send it to the appropriate persons for signature, then send to our office at [purchasing@gallaudet.edu](mailto:purchasing@gallaudet.edu). Be sure to obtain the appropriate authorization signatures or the form will be rejected.

Once your login access has been approved, you will receive an email with your Username ID, Password and login instructions.

  
GALLAUDET  
UNIVERSITY  
CONTRACTS AND PURCHASING DEPARTMENT  
**APPLICATION FOR STAPLES ADVANTAGE ACCESS**  
☐ NEW LOG-ON   ☐ CHANGE ACCOUNT NUMBER

EMPLOYEE NAME			
E-MAIL		VOICE OR VIDEO PHONE	
ADDRESS		ROOM NUMBER	
BUILDING			

**ACCOUNT(S) TO ADD (if more than one account, list separately in each field):**

ACCOUNT (BUDGET) NAME	ACCOUNT (BUDGET) NUMBER

**ACCOUNT(S) TO DELETE (if more than one account, list separately in each field):**

ACCOUNT (BUDGET) NAME	ACCOUNT (BUDGET) NUMBER

**For Approval, Form must be signed by Budget Unit Head and/or a Senior Administrator**

PREPARED BY	DATE
EMPLOYEE	DATE
BUDGET UNIT HEAD	DATE
SENIOR ADMINISTRATOR	DATE
CONTRACTS & PURCHASING	DATE

Note: Your application is accepted, unless there is a reason to the right. If rejected, you must submit the form again.

APPROVAL WORK FLOW AND SIGNATURES  
To submit for signatures via Adobe Sign, refer Adobe Sign Manual for instructions.



## **PURCHASING CARD**

The purchasing card program provides campus departments with a quick and easy means for purchasing equipment, supplies and services necessary for day to day business operations. Similar to a personal credit card, the purchasing card may be used at a variety of retail or wholesale businesses for over-the-counter, telephone, or on-line purchases.

This program offers benefits to both the user and the University. It allows departments to make SMALL dollar purchases directly with selected vendors in an efficient and timely manner, while reducing costs associated with invoice processing and check printing. This program adds value to the University, enhancing our ability to provide goods and services ethically to the campus community.

Only regular status employees are eligible to receive a purchasing card. However, athletic coaches hired on a seasonal basis may be issued a card for team travel expenses. Seasonal coaches will be issued a card at the beginning of the season and must return the card to the Contracts and Purchasing Department on or before the coaches' end- date listed on the Special Pay Action Form.

Cards are usually issued to employees at manager level and above. However, Budget Unit Heads (unit administrators) and senior administrators may request a card for an employee based on documented academic or business needs. The Unit Administrator and Senior Administrator must approve issuance of a purchasing card. Each approved cardholder is required to sign an agreement describing the responsibilities associated with card use.

Cards issued to employees will have the cardholder's name printed on the card. The cardholder may make transactions on behalf of others in the department. However, the cardholder is held accountable for all purchases associated with their card.

To apply for a purchasing card, please go to our website to complete the form: Application for Purchasing Card located under Adobe Sign forms (see example on next page). The application must have signatures from a Budget Unit Head and a Senior Administrator for approval. Please be sure to include [purchasing@gallaudet.edu](mailto:purchasing@gallaudet.edu) as the final signature to submit the form to our office. Copies of this form or those without signature approval will not be accepted and will be returned to the department.

Once you have applied for a purchasing card, you will want to review the Purchasing Card Manual also located on our website under information and forms link. The manual will answer all of your questions including, but not limited, to:

1. Make a purchase
2. Tax Exemption
3. Monthly Statements
4. Access to online account
5. Lost or stolen card
6. Restricted purchases
7. Fraudulent purchases

To view the entire purchasing card manual, go to:

<https://www.gallaudet.edu/contracts-and-purchasing/information-forms>



CONTRACTS & PURCHASING DEPARTMENT  
**APPLICATION FOR PURCHASING CARD**  
(USE ONE FORM PER CARD)

☐ **NEW CARD**   ☐ **INCREASE**   ☐ **DECREASE**   ☐ **CHANGE LIMIT**   ☐ **NAME CHANGE**  
☐ **ACCOUNT NUMBER CHANGE**

Employee's Name on Card: <i>(or as it should appear on new card)</i>	
Employee's Email Address:	
Credit Card Number (if applicable):	
Add Budget Unit Account Numbers (separate by commas if more than one):	
Delete Budget Unit Account Numbers (separate by commas if more than one):	
Monthly Credit Limit:	Single/Daily Transaction Limit:
Budget Unit Account Number (s) already associated with card:	
<i>If this is a request for a new card the following information must be provided:</i>	
Country of Citizenship:	Date of Birth:
Home Address:	

**For Approval, Form MUST be signed by Budget Unit Head AND Senior Administrator**

PREPARER		DATE
EMPLOYEE		DATE
BUDGET UNIT HEAD		DATE
SENIOR ADMINISTRATOR		DATE
CONTRACTS AND PURCHASING		DATE
<small>Note: Your application is accepted, unless there is a reason to the right. If rejected, you must submit the form again.</small>		

**APPROVAL WORK FLOW AND SIGNATURES:**

To submit for signatures via Adobe Sign, refer to the Adobe Sign Manual.



CONTRACTS AND PURCHASING DEPARTMENT

## PURCHASING CARD CANCELLATION FORM

(USE ONE FORM PER CARD)

Employee's Name on Card (please print):	
Purchasing Card Number:	
Reason for Cancellation:	
Name of person returning card if not Employee:	
Reason Employee is not returning their own card:	
If card is not attached, please give explanation:	

**Budget Head or Senior Administrator must sign if card will not be returned**

Preparer		Date
Employee		Date
Budget Unit Head		Date
Senior Administrator		Date
Contracts and Purchasing		Date
<small>Note: Your application is accepted, unless there is a reason to the right. If rejected, you must submit the form again.</small>		

APPROVAL WORK FLOW AND SIGNATURES

To submit for signatures via Adobe Sign, refer to Adobe Sign Manual.