

Rhode Island School of Design Request for Procurement / Travel Card



Instructions

In order to obtain a RISD Procurement Card you must review the Procurement Card User Guide and submit both the Procurement Cardholder Agreement Form that accompanies it and the below application to Procurement Services at epro@risd.edu. **This is not a credit application.** It is an application to verify that you qualify under RISD guidelines for the card. A request does not guarantee approval. Benefits to both you, as the card holder, and to RISD must be demonstrated in order to justify the issuance of a card. You must be a permanent RISD employee in order to apply. Upon completion of the request, the appropriate personnel must approve this form. Please direct any questions you may have to Procurement Services at epro@risd.edu.

Card to be Issued To

Name

RISD ID #

RISD email address

RISD phone number

Cell number (optional)

Date of birth

Department

Title

Date of hire

Please choose 4 alphanumeric characters to be your access code (this will aid customer service agents if you should need assistance)

Card Justification

In the box below, either the applicant or their immediate supervisor should include the following information:

- Why the card is needed
- What will the card be used for (Types of purchases that will be made)
- How many times does the end user travel for work during the year

Requested Card Type

Purchasing Card

Travel Card

Required Signatures

Requestor

Date

Supervisor

Date

Cost Center Manager

Date

Internal Use Only

Director Procurement Services Signature

Date