

**Southern Utah University**

**SUUSA/Club Purchasing Card**

**Application**

**This application is to be submitted upon completion which includes obtaining all the required approvals. Only one (1) club account can be attached to each Purchasing Card and a student may only be issued one (1) card. Please see the procedures when purchasing from multiple accounts. Also, you must be the president of the club in order to receive a purchasing card.**

**Cardholder Name** *(Please print clearly)* \_\_\_\_\_

**Social Security # (Last Four Digits ONLY)** \_\_\_\_\_ **T-Number** \_\_\_\_\_

**Phone #** \_\_\_\_\_ **E-mail Address** \_\_\_\_\_

**Club** \_\_\_\_\_ **Date** \_\_\_\_\_

---

**Department** \_\_\_\_\_

**Departmental Account Number** \_\_\_\_\_

**Departmental Account Manager** \_\_\_\_\_

**Department Manager E-mail** \_\_\_\_\_

---

**SUUSA VP of Clubs  
or SUUSA VP of  
Finance's Approval**

---

**SUUSA Controller's  
Approval**

---

**Supervisor's Approval**

*For Office Use Only*

Division Number \_\_\_\_\_

Department Number \_\_\_\_\_

E \_\_\_\_\_ A \_\_\_\_\_ B \_\_\_\_\_ IA \_\_\_\_\_