

APPLY FOR A PROCUREMENT CARD

Only Towson University employees may apply for the procurement card.

All new cardholders and their reviewers are required to attend the New Cardholder Training session prior to receiving their procurement card. Tips for completing the application:

- Cardholder completes the application and Cardholder Agreement
- All procard charges will be charged to the Dept. ID and Account Number
- Look up Account Number
- Reviewer/Supervisor signs page one
- Department Head or Chair approves application on Page 2
- Academic Department Cardholders forward application to their dean; the dean forwards the application to the Budget Officer
- Original application submitted to procurement after above approvals.

[Visa Procurement Card Application](#)

[Sign Up for New Cardholder Training](#)