

Submittal of the Procurement Application is processed online through DocuSign. Both the University Forms Repository and the Procurement Card landing page of the Procurement Department provide a links to the Online Applications. If you're applying for a Procurement Card in a non-academic area, please choose the Non-Academic Procurement Card Application. If you're applying for a Procurement in an academic area (additionally requires Dean & Divisional Budget Officer approval), please choose Academic Procurement Card Application.

After clicking the link for the appropriate application, you'll be prompted to complete six (6) fields (Non-Academic), or ten (10) fields (Academic), and each field must be completed. A Towson University email address must be provided, and the employee name must match the email address. Please note, any email addresses spelled incorrectly will not prompt notification, and the application will not move forward in the approval process. In addition to completing the fields, the Department Head/Chair, Dean, and/or Divisional Budget Officer (DBO) must be an Authorized Signer for the Department Number requested for the Procurement Card. If any of these conditions are not met, the request will be rejected.

Once you have completed the required fields, please click the **begin signing** button located at the bottom of the page. After clicking the **begin signing** button, you may be prompted with an informational note about Finish Later (resuming the document at a later time), or to assent to the Terms & Conditions of using DocuSign. If requested, please click the checkbox, and then click the **continue** button.

The application will then become available for completion; boxes highlighted in **red** signify required fields. Each field has an informational tool-tip to assist you with completing the form.

**Initiator**
**Your Name: \***

**Your Email: \***


Please provide information for any other signers needed for this document.

**Department Head**
**Name: \***

**Email: \***

**CARDHOLDER NAME:** Robert Zengel

**CARDHOLDER TU ID:** 
**PHONE:** 
**EMAIL:** rzengel@towson.edu

**DEPT. NAME:** 
**DEPT. NO.:** 
**EXPENSE ACCOUNT:** 
**DEPT. ADDRESS:** 
**CITY:** 
**STATE:** 
**ZIP:** 
**REQUESTED SINGLE TRANSACTION LIMIT:**  \$1,000  \$2,500  \$5,000

**REQUESTED MONTHLY SPEND LIMIT:**  \$1,000  \$2,500  \$5,000  Other:

**REVIEWER NAME:** 
**PHONE:** 
**EMAIL:** 

The fields shall be completed as follows:

- Cardholder Name:** Pre-Populated Field
- Cardholder Phone:** Cardholder University Phone No.
- Cardholder TU ID:** Cardholder Employee No.
- Cardholder Email:** Pre-populated Field
- Department Name:** University Department Name
- Department No.:** Department No. (5 Digit No.)
- Expense Account:** Expense Account (6 Digit No.), e.g. 609003
- Department Address:** Complete Dept. Address

- Single Transaction Limit:** Maximum Single Transaction Amount
- Monthly Spending Limit:** Maximum Total Spent per Billing Cycle. If a higher limit is required, select other, and manually enter requested amount, subject to PCPA approval
- Reviewer Name:** Name of Supervisor or Budget Manager
- Reviewer Phone & Email:** Contact Information for Reviewer

Once all required fields have been completed, please click **sign**, and then the **finish** button in the upper right hand corner. The application will begin traveling through the Approval Workflow.



Towson University Procurement sent you a copy.

**REVIEW DOCUMENTS**

Towson University Procurement  
[noreply-docusign-procurement@towson.edu](mailto:noreply-docusign-procurement@towson.edu)

Throughout the Approval Workflow, Signers will receive an email notification. To sign, click the **review documents** button in the email notification. Signers may be prompted with an informational note about Finish Later (resuming the document at a later time), or to assent to the Terms & Conditions of using DocuSign. If requested, please click any check boxes, click the **continue** button, follow the prompts to sign the document, and click **finish**.

Once all Signers have completed the document, a fully executed copy will be delivered to each Signer, and routed to the Procurement Card Program Administrator (PCPA). The Applicant will be contacted by the PCPA with further instructions.