

**CALIFORNIA STATE UNIVERSITY, SACRAMENTO  
PROCUREMENT CARD PROGRAM  
PARTICIPANT APPROVING OFFICIAL UPDATE FORM**

The Approving Official will be responsible for reviewing and approving all transactions.

The Cardholder will be responsible for making direct contact with vendors to order commodities using the procurement card, ensuring direct delivery to his/her office. Cardholders will reconcile all procurement card purchases on-line via CMS. The statement, with all original receipts/invoices, is sent to Accounts Payable (campus zip 6004).

For further information, reference the Procurement Card Program Handbook:  
<http://www.csus.edu/cms/training/finance84/manuals/ProCard.pdf>

**CHANGE OF APPROVING OFFICIAL**

Division or College:

Campus Address:  Extension:  Campus Zip:

Per Transaction Limit: \$ .00      30-day Limit: \$ .00

Cardholder e-mail address:

CCR Speedtype:       Account:

Cardholder:

PLEASE PRINT

**Cardholder Signature:** \_\_\_\_\_

New Approving Official:

PLEASE PRINT

**New Approving Official Signature:** \_\_\_\_\_

Old Approving Official:

PLEASE PRINT

**Old Approving Official Signature:** \_\_\_\_\_