

## Voyager Card Update/Request Form

Directions: Complete and submit this form to Procurement Services (6008)

All card users must be authorized by a University Approving Official to use the Voyager Card.

Department Name

☐ New Card Request   ☐ Replacement Card Request (Lost/Stolen/Damaged)

☐ Change Approving Official

Name of New Approving Official

Title of New Approving Official

Voyager Card Approving Officials, Department Liaisons and Users are responsible for the proper use of the Voyager Card and ensuring all policies, guidelines and protocols are followed. The Voyager Card must be reconciled monthly.

Approving Official Name

Email

Phone

Department Liaison Name

Email

Phone

Vehicle Information

VIN

License Plate

Year

Make

Model

CA Property ID

	<i>Lost/Stolen/Damaged Cards Only</i>	
Last 6 Numbers on Card	Expiration Date	Pin

Voyager Card Approving Officials, Department Liaisons and Users must complete the following:

- ☐ Review of Voyager Card Manual
- ☐ Completed Voyager Card Agreement Form

The Approving Official is responsible for approving usage and all transactions on the Voyager Card monthly. By signing this request form, the Approving Official certifies that they are authorized to approve charges for the above card and agrees to all related campus policies and procedures for the expenditure of funds.

Approving Official, Print Name

Approving Official, Signature

Date

*Procurement Services will contact the department once the Voyager Card arrives.*