



Trinity University

Purchasing Card Application

EMPLOYEE INFORMATION (Please Print):

First Name Middle Initial Last Name

One Trinity Place, San Antonio TX 78212-7200

Department/Office Name Address
(210) 999-

Campus Phone Number Mother's Maiden Name Social Security Number

Account Number/Object Code Email Address

Employee/Approval Signatures

Signature of Employee Date Signature of Chair/Director Date

Single Transaction Limit (Assigned by VP): \$ _____

Signature of Vice-President Date

Submit to Purchasing Office
607 Kings Court, Suite 203
Revised: August 10, 2011