



TEMPLE University
Financial Affairs

Purchasing
402 University Services Building (083-44)
1601 North Broad Street
Philadelphia, PA 19122-6099

phone 215-204-7685
fax 215-204-1045
web www.temple.edu/purchasing

TEMPLE UNIVERSITY PURCHASING CARD ENROLLMENT FORM

Who may apply?

- Applicants must be of Salary Grade Level H/T23 and above
- All applications must be signed and approved by the appropriate department's Dean, Director or Budget Unit Head

Completing the application

- All required information fields must be included on the form
- Failure to complete the required fields of the application may delay processing
- Applications must be submitted to the following address:

Purchasing Department Purchasing Coordinator
Room 402, University Services Building
Internal Zip: (083-44) Facsimile: (215) 204-1045

Upon submission of your application, the Purchasing Department will check the completeness of and the signature authority on the form. If the form is properly completed, Purchasing will request processing of your Purchasing Visa Card from the bank. Purchasing will receive the new card from the bank in approximately three (3) business days. Once Purchasing receives your card, you the cardholder, will be contacted to schedule an orientation.

Orientation is mandatory for all new cardholders. During orientation you will review all Temple University's policy and procedures surrounding the procurement of goods and service on the Temple University Visa Card. You will also be required to read, sign and submit the Employee Agreement Form as part of this orientation.

If you have any further questions regarding the Enrollment form please contact Anna Stewart via email Anna.stewart@temple.edu or call (215) 204-7685.