

EASTERN KENTUCKY UNIVERSITY  
CARD SERVICES  
REQUEST FOR TIER THREE PROCARD

If you wish to obtain a Tier 3ProCard, please complete and submit this form providing ALL information requested. A Tier 3 ProCard has capabilities for purchasing meals, food items, and travel-related services, as applicable or appropriate for the cardholder to fulfill their University job requirements. A Tier 3 ProCard may only be approved for full-time faculty/staff employees.

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**\* One form per cardholder \***

Print Cardholder Name: \_\_\_\_\_

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

Supervisor Signature: \_\_\_\_\_

Cardholder's Department & Position: \_\_\_\_\_

Supporting Budget (fund/org. code): \_\_\_\_\_ Annual budget amount: \_\_\_\_\_

Date: \_\_\_\_\_

**\*Please list any current Tier 3 cardholders in your department/division.**

\_\_\_\_\_

Justification for request of ProCard Tier 3 status:

- Cardholder travels with groups of students Y / N
- Cardholder is responsible for purchasing food for approved events/activities Y / N
- Cardholder is required to travel frequently to fulfill job requirements Y / N

1. Please address the frequency of travel with students, and/or meal transactions per month. (i.e. number of trips that are taken with ECU students, number of food purchase transactions, meals purchased, etc.)
2. Please address the estimated monthly expenses for the ECU student group travel for which you are responsible.
3. If you do not travel with students but are required to frequently travel in fulfillment of your job requirements, please address the nature and frequency of your travel, and estimate monthly travel and meal expenses.

Dean/VP Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Director of University Procurement Approval: \_\_\_\_\_ Date: \_\_\_\_\_

**\*Note: A copy of the monthly statement and copies of receipts must be submitted each month to University Card Services, Powell 114.**

If you have any questions please contact the University Card Services at 859.622.7688 or [cardservices@eku.edu](mailto:cardservices@eku.edu)

Revised June 2014