Procurement Card Application

SECTION I INFORMATION *Applications will be processed within 48 hours of receipt *Completed forms need to be sent to ExpenseHelp@californiaresources.com for processing *Cardholder information is required *Please use default coding from PeopleSoft for Organization/Project/Task numbers *Mailing address will be used as the address where the card will be mailed **SECTION II CARDHOLDER INFORMATION** Select one: □ PAYROLL EMPLOYEE □ INTERN □ CONTRACTOR * M.I. * First Name * Last Name * Last 4 digits of Social Security # * Organization # / Project # / Task # * Date of Birth * Employee ID # * Business Phone * Mailing Address (where card will be mailed) * Citv * Email Address * State * Zip Code SECTION III - OFFICE USE ONLY **MCC INFORMATION** MCC Template: **SECTION IV - OFFICE USE ONLY** HIERARCHY INFORMATION Reporting Hierarchy: 41379 20000 30000 65000 **SECTION V** Monthly Limit: \$10,000.00 Single Dollar Transaction Limit: \$2,000.00 Please explain justification for limits higher than default of \$2,000.00 single dollar transaction or \$10,000.00 monthly limit: **SECTION VI** I, the cardholder, acknowledge that upon use of my card, I agree to abide by the procedures established in Oxy's Procurement Card Guidelines and any policy subsequently issued by CRC. I understand that it is my responsibility to notify Citibank at 1-800-248-4553 immediately if my card is lost or stolen. *Cardholder Signature: Print Name: _____ Date: _____

_____ Print Name: _____

The Employee Acknowledgement of Responsibility Form must accompany this application

Date:

*Supervisor's Signature:



Employee Printed Name

PROCUREMENT CARD PROGRAM Cardholder Acknowledgement of Responsibilities Form

By participating in the CRC Procurement Card Program as a Cardholder, you assume responsibility pertaining to the operation and administration of the Procurement Card Program. These responsibilities include but are not limited to the following:

USE: The Procurement Card is to be used for business expenditures only. The Procurement Card may only be used within the policies and procedures outlined for the Procurement Card Program which are outlined in the Procurement Card Procedures. The Procurement Card may not be used for personal, business travel and entertainment purposes or for other items specified in the Procurement Card Procedures where the Procurement Card may not be used.

TRANSFERABILITY: The Procurement Card will be issued in the name of the Cardholder. By accepting the Procurement Card, the Cardholder assumes responsibility for the Procurement Card and will be accountable for all charges made with the Procurement Card. The Procurement Card is not transferable and may not be used by anyone other than the Cardholder.

SECURITY (Lost or Stolen Card): The Procurement Card must be maintained with the highest level of security. If the Procurement Card is lost or stolen, or if the Cardholder suspects that the Procurement Card or account number has been compromised, the Cardholder agrees to immediately notify the Authorized Bank's Customer Service. Cardholder must also inform the Cardholder's Manager if they believe unauthorized charges have been charged or might be charged to the Procurement Card. CRCExpense Help Desk can assist if there is an issue with the Authorized Bank authorizing issuance of a replacement card.

REPORTING AND AUTHORITY: All charges will be billed to and paid directly by the Company. On a monthly basis, the Cardholder will be responsible for the verification, reconciliation and accounting of all account activity in a timely fashion in CRCExpense. Failure to do so may result in termination of Procurement Card privileges.

AUDIT: Cardholder accounts will be subject to periodic internal control reviews and audits designed to protect the interests of the Company. By accepting the Procurement Card, the Cardholder agrees to comply with these reviews and audits. Any questionable Procurement Card activity noted will be reported to the Company management and may result in disciplinary action up to and including dismissal.

DEACTIVATION: The Cardholder agrees to surrender and cease use of their Procurement Card upon termination of employment whether for retirement, voluntary separation, resignation, or dismissal for any other reason. In addition, the Cardholder must surrender and cease use of the Procurement Card in the event of transfer or relocation. The Cardholder may also be asked to surrender the Procurement Card at any time deemed necessary by Company management.

PAYMENT TO SUPPLIERS: Suppliers are paid by the Authorized Bank within 48 hours of the business transaction. No subsequent invoice should be paid if received from the Supplier.

FRAUDULENT USE: Misuse or fraudulent use of the Procurement Card may result in disciplinary action up to and including dismissal.

By signing below, I acknowledge that I have read and agree to the terms and conditions of this document and the Procurement Card Procedures. I certify that as a participating Cardholder of the Procurement Card Program, I understand and assume the responsibilities listed above and in the Procurement Card Procedures.

Employee Signature	Title	Date	

This form must be returned in order to process your corporate card application