Michigan Department
of Transportation
1238 (08/2022)

MDOT SUPPLEMENT TO
PROCUREMENT CARD APPLICATION

Provide the following information for each Individual Cardholder Application.

CARDHOLDER NAME

REGION/BUREAU/OFFICE

LOCATION (TSC, Garage, etc.)

DIVISION (Accounting, Finance Operation, Rail, etc.)

PRIMARY COORDINATOR*

BACKUP COORDINATOR**

WRITTEN DESIGNEE(S) - (Alternate approver(s) when the cardholder's Supervisor is not available.)

The Bureau Director/Office Administrator/Region Engineer signature is required for each application.

BUREAU DIRECTOR/OFFICE ADMINISTRATOR/REGION ENGINEER	DATE

 * Primary Coordinator is the Bureau Director/Office Administrator/Region Engineer coordinator responsible for ensuring all Procurement Card information is turned into the Financial Operations Division in a timely manner.

** Backup Coordinator is the backup to the Primary Coordinator.

 For a list of Coordinator responsibilities see the Procurement Card Program Coordinator Manual.