



## Card Application



Financial Services Department  
Procurement Office - Box 409

**Employee Information:** Name as you wish it to appear on card

(25 Character Limit)

SS# (last 4 digits only)\*

xxx-xx- \* Necessary for card activation and call in verification ONLY

Phone

Email Address

Department

Anticipated purpose for account, estimated monthly transactions and estimated spending level:

### Type I - General Purchasing Card\*

- ☐ Low Limit Option: Fixed single transaction limit of \$1000 and monthly limit of \$5000
- ☐ High Limit Option: Fixed single transaction limit of \$5000 and monthly limit of \$15000

### Type II - Travel Card

- ☐ Fixed single transaction limit of \$2000 and monthly limit of \$10000

### Type III - Special Purpose Card

- ☐ Declining balance amount \$

Start date:

End date:

### Type IV Department Card

- ☐ Fixed single transaction of \$300 and monthly limit of \$1000

Name:

### Type V Vendor Specific Card\*

- ☐ Name of supplier:

Single transaction limit:

Monthly limit:

*\*Issuance of a General Purchasing Card or a Vendor Specific Card requires applicant to have departmental procurement authority on record with Financial Services. Approval of Department or Division Head below will be accepted as delegation for the default budget, in the lesser of the single transaction limit for the General Purchasing Card option or \$15,000.*

**Provide the GL segments to which all charges will default unless reallocated:**

Fund Dept Program Prj/Grt

**Name of Account Delegate, if any:**

**Applicant:**

Signature

Date

**Department or Division Head:**

Signature

Date

*You will receive an email message acknowledging receipt of your application. Allow 7 -10 days for delivery of card.*

*Another email will be sent to you when your new card arrives.*