

Purchasing Cards (PCards) are for approved University purchases only. The University monitors all transactions and all transactions will be approved by a supervisor. The University may terminate any PCard at any time for any reason.

**Cardholder Agreement:** I understand that having a PCard means the University is entrusting me with financial responsibility. Irresponsible use of my PCard will result in it being revoked and may also result in disciplinary action, including expulsion (for students) or termination (for employees). I understand that it is solely my responsibility to understand all PCard policies and procedures. I have read University Policy 222 and its corresponding PCard Guide and agree to use the PCard as directed in the Policy and the guide. I will do all I can to protect and secure the PCard and its information. When the PCard is no longer needed I will turn it into my supervisor and notify the Purchasing Department to terminate my PCard.

_____	_____	_____	_____
Printed Full Name	Signature	D-Number	email
_____	_____	_____	_____
Phone #	Billing Cycle Limit (default \$5,000)	Transaction limit (default \$1,000)	Default Budget Index Code

I am requesting a:     Standard PCard     PCard that allows Travel related purchases.

**Supervisor Approval:** I authorize the individual listed above to have and use a PCard. I certify that this individual has read University Policy 222 and the PCard Guide. All purchases on this individual's PCard will be carefully reviewed and approved by me.

_____	_____	_____	_____
Supervisor's Printed Full Name	Supervisor's Signature	Date	Supervisor's Banner User ID

**Budget Admin Approval:** I approve of this individual to spend up to their monthly PCard limit on the default index code. (The Budget Admin may also be the Supervisor)

_____	_____	_____
Budget Admin's Full Name	Budget Admin's Signature	Budget Admin's Banner User ID

Receipts must promptly be provided to a PCard Coordinator. My PCard Coordinator will be: (coordinator may also be the Budget Admin and/or the Supervisor):

_____	_____
Coordinator's Full Name	Coordinator's Banner User ID

<p><b>For Purchasing Department Use Only</b></p> <p><input type="checkbox"/> PCard Ordered</p> <p><input type="checkbox"/> PCard Quiz Completed</p> <p><input type="checkbox"/> Banner Updated</p> <p><input type="checkbox"/> Sent to Supervisor on Date: PCard # _____</p>
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