

## PURCHASING CARD FORM – CARD APPLICATION

Please print and send form, duly completed and signed, to Procurement Services, Pcard Administrator, 1 Nicholas, room 500.

SECTION 1 -APPLICANT INFORMATION		
Banner userid:	Employee number:	Language: <input type="checkbox"/> Français <input type="checkbox"/> English
Last Name:	First Name:	
Position Title:	Email:	
Faculty/Service/School:	Department:	
<b>Complete</b> address:		Phone Number:
If term employment, give termination date (YYYY/MM/DD): 20 __ / ____ / ____		

SECTION 2 – CARD INFORMATION & LIMITS	
<b>Card Type</b>	<input type="checkbox"/> <b>Standard Card</b> Card with transaction based on authorized on transaction and cycle limits to buy goods & services.
	<input type="checkbox"/> <b>Reload Card</b> Card with a specific limit. Once limit is reached, card is no longer valid until a request is submitted to increase it.
<b>Single Transaction Limit</b>	<input type="checkbox"/> Standard limit \$5,000 (excluding taxes) <input type="checkbox"/> Optional lower limit \$ _____
<b>Cycle Limit (monthly)</b>	<input type="checkbox"/> Standard limit \$ 20,000 <input type="checkbox"/> Optional lower limit \$ _____ <input type="checkbox"/> Optional higher limit* \$ _____ *On an exception basis (see section 5)
<b>→ Will you be making travel arrangements?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	

SECTION 3 – DEFAULT ACCOUNT INFORMATION (FOAP)			
FUND: _____	ORGANIZATION: _____	ACCOUNT: <b>73584</b> (can not be modified)	PROGRAM: _____

SECTION 4 – SIGNATURES AND APPROVALS				
	Signature	Print name	Title	Date
Buyer / payer:				
Approver:				
Designated Co-ordinator				
Director / Dean				
CAO				

SECTION 5 – HIGHER LIMIT APPROVALS		
<input type="checkbox"/> \$ 30,000 (30 day cycle limit)	<input type="checkbox"/> \$ 50,000 (30 day cycle limit)	<input type="checkbox"/> Over \$ 50,000 (30 day cycle limit)
Director, Procurement Services	Associate Vice-Rector Resources	Vice-Rector Resources
Signature:	Signature:	Signature:
Date:	Date:	Date:

SECTION 6 – FOR CARD MANAGER USE ONLY		
	Signature	Date
<input type="checkbox"/> Application validation / <input type="checkbox"/> Bank – application		
<input type="checkbox"/> Security - <input type="checkbox"/> FAST / <input type="checkbox"/> Bank		
<input type="checkbox"/> Card delivery / <input type="checkbox"/> Cardholder agreement		
<input type="checkbox"/> ListServ / <input type="checkbox"/> Statistics		
<input type="checkbox"/> MCC GROUPS :		