



PROCUREMENT CARD APPLICATION AND PROFILE MAINTENANCE FORM

New Applicant (Requires Justification)

Replacement of Cardholder:

Employee Transfer (Requires Justification)

Replacing?

Personal Information

Prefix	First Name	Middle Name
Last Name		Suffix
Date of Birth	Position / Title	Extension
Department / Location		Email Address

Supervisor/Budget Administrator Information:

Supervisor/Budget Administrator **Extension**

Supervisor/Budget Administrator Email Address

Supervisor/Budget Administrator Approval

Monthly Credit Limit:

Please select a monthly credit limit. Your credit limit should properly reflect your level of spending needs. Should you require a non-standard limit, please contact PCA.

Default Accounting Unit

The default accounting unit will be assigned to all transactions for the cardholder. A cardholder may reassign a given transaction to alternative accounting units, based upon security access, when necessary.

Justification - Please provide a detailed explanation indicating a justification (i.e., anticipated spending needs) for any new card request or transfer of an existing card to another department.

******* For PCA Use Only *******

Basic Cardholder	Cardholder & Approver	Unique Identifier	
Manager/Approver	Administrator	Card #	Dept #
Principal Investigator		EID	User Name
PCA Approval	Date		Account Created:
Finance Approval	Date		Plastic Received:
			Training Held: