

Purchasing Card Program

Cardholder Application/Approval Form

Complete this form to apply for a purchasing card. Purchasing cards generally take 14-16 days to arrive after the order has been placed with the bank. The card will be sent to your home address. **Please verify your information; incorrect information will significantly delay receipt of your new card.** You are required to complete the training before your card will be activated. Please email completed applications to pcard@untsystem.edu.

Cardholder's Name	EUID	Empl ID	Business Unit: <input type="radio"/> NT752 <input type="radio"/> DL773 <input type="radio"/> HS763 <input type="radio"/> SY769
Cardholder's Work Telephone Number	Cardholder's Cell Phone Number		Cardholder's E-mail Address
Cardholder's Home Mailing Address			City, State, Zip Code
Department Name			Default DeptID / Must be a local fund
First Level Approver's Name		Telephone	Employee ID

I understand that I must complete Purchasing Card training, agree to follow the procedures outlined in the Purchasing Card Program Guide and only use the card within the departmental delegated authority. Upon receipt of the card, my signature on the Purchasing Card Agreement form acknowledges my understanding of the Program Guide and the consequences for failure to comply.

Cardholder's Signature:

Date:

Budget Approver:

I hereby approve the applicant, listed above, to be issued a Purchasing Card. I agree the account and/or default account (listed above) will have sufficient funds to pay any and all charges made by this individual. Per the program guidelines, a trained First Level Pcard Approver will be assigned the responsibility of verifying that all purchases are properly documented, and records are retained as required by policy. I understand both the individual and department have consequences for failure to comply with the program guidelines.

Printed Name of Budget Approver:	Budget Approver Signature:
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Budget Approver EUID:	Budget Approver Email:	Date:
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