



# PURCHASING CARD APPLICATION

Add

Change

Delete

## CARDHOLDER INFORMATION

Cardholder Name \_\_\_\_\_ Title \_\_\_\_\_

Email \_\_\_\_\_

Department \_\_\_\_\_ Supervisor \_\_\_\_\_

Default Code: Index \_\_\_\_\_ Account \_\_\_\_\_

## CARDHOLDER CONTROLS

Monthly Credit Limit \_\_\_\_\_ Per Transaction Limit \_\_\_\_\_  
(Optional)

Temporary Increase \_\_\_\_\_ Increase Termination Date: \_\_\_\_\_

## APPROVAL SIGNATURE

*I agree to review and approve all cardholder transactions in accordance with the Credit Card Policy. Policy is located on Business Office web page.*

Cardholder's Supervisor \_\_\_\_\_ Date \_\_\_\_\_  
(Print)

Cardholder's Supervisor \_\_\_\_\_  
(Sign)

*Return completed form to the Business Office. An email will be sent when the card is available for pick up by the cardholder. A cardholder agreement will be signed after reading the Credit Card Policy.*

-----  
B/O Approval \_\_\_\_\_ Completion \_\_\_\_\_