



# THE UNIVERSITY OF ALABAMA IN HUNTSVILLE PROCUREMENT CARD APPLICATION FORM

Action Requested:  New  Change/Update (name, org, etc)  Terminate

Is the fund to be used with PCard a GRANT/ CONTRACT with approved operating charges? YES  NO

*\*If yes, CGA approval is needed*

**Cardholder Information (to be completed by applicant):**

First Name Middle Initial Last Name 'A' Number

Name on Card if Different from Above Department Name

This card will be used for: Misc. Purchases (under \$3000)  Travel (airfare, hotels, car rentals)

Job Title

E-mail Address (official email address not first.last) Campus Phone Number Campus Location (Room Number and Building)

**Default State FOAPAL - (Fund, Orgn, Prog)** **ORG CODE**

*\* Attach a separate sheet for multiple org's*

\$2,000 ( ) \$3,000 ( ) \$5,000 ( ) \$10,000 ( ) \$20,000 ( ) Other ( )

Suggested Monthly Spending Limit **\*\*\* Amount Must Be Specified \*\*\***

Department Reconciler Name Campus Location and Phone Number E-mail Address

Signature of Cardholder Printed Name of Cardholder Date

Approving Official for Monthly Transactions (Dept Head, Dean or Budget Mgr) Printed Name Signature Date

Dean/Director/Department Head /Budget Manager Approval Printed Name Signature Date

**To be completed by CGA:**

Printed Name Signature Date

**To be completed by Procurement Services: (Return to Procurement Services, BSB)**

Monthly Credit Limit **\$2,999.99 FIXED** Single Transaction Limit

Sr. Procurement Card Site Coordinator's Signature Date Received Date Processed