



## THE UNIVERSITY OF ALABAMA IN HUNTSVILLE PROCUREMENT CARD APPLICATION TO SET UP ADDITIONAL ORGANIZATION CODE

### **Organization Code Type**

Contracts & Grant Org?    Yes       No

- If yes, Contracts and Grants Accounting approval is required with the Grant or Contract P-Card Application sheet attached.

### **Department Information**

Department Name: \_\_\_\_\_

Department Reconciler: \_\_\_\_\_

Reconciler Signature: \_\_\_\_\_

### **Additional Organization Codes:**

<u>Code</u>	<u>Description</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

- Attach a separate sheet for more organization codes.

### **Approving Officials**

Approving official for monthly transactions (Department Head, Dean, Budget Manager)

Approving Official Name: \_\_\_\_\_

Approving Official Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Director, Dean, Department Head, Budget Manager Approval

Approving Official Name: \_\_\_\_\_

Approving Official Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Contracts and Grants Accounting

C&G Accounting Representative Name: \_\_\_\_\_

C&G Accounting Representative Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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### **For Procurement Card Services Use Only**

Procurement Card Services Official: \_\_\_\_\_

Date Received: \_\_\_\_\_ Date Processed: \_\_\_\_\_