



THE UNIVERSITY OF ALABAMA IN HUNTSVILLE PROCUREMENT CARD APPLICATION FORM

Action Requested

New Change/Update (name, org., etc.) _____ Terminate

Fund

Is the fund to be used with the P-Card a Grant or Contract with approved charges YES NO
• If yes, Contracts and Grants Accounting approval is required.

Cardholder Information

To be completed by applicant

First Name: _____ Middle Initial: _____ Last Name: _____

Name on Card if Different from Above: _____

A Number: _____ Official UAH Email: _____ Campus Phone: _____

Job Title: _____ Department: _____ Building/Room Number: _____

This card will be used for Miscellaneous Purchases (under \$3,000) Travel (airfare, hotels, car rentals)

Default State FOAPAL (Fund, Org., Program): _____ Organization Code: _____

• Attach a separate sheet for multiple organization codes.

Suggested Monthly Spending Limit

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

Department Reconciler: _____ Reconciler Phone: _____

Reconciler Email: _____ Reconciler Building/Room Number: _____

Cardholder Signature: _____ Date: _____

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: _____

For Procurement Services Use Only

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

Sr. Procurement Card Site Coordinator Signature: _____

Date Received: _____ Date Processed: _____