



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: _____

For Procurement Card Services Use Only

Procurement Card Services Official: _____

Date Received: _____ Date Processed: _____