



THE UNIVERSITY OF ALABAMA IN HUNTSVILLE PROCUREMENT CARD APPLICATION FORM

Action Requested

New Card

Change/Update Name

Fund

Will the Card be used to make transactions allocated to an approved Contracts & Grant Org? YES NO

- If yes, Attach a completed Procurement Card Application to Set Up Additional Organization Code approved by a Contracts and Grants Official.

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 Travel (airfare, hotels, car rentals)

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

- For multiple organization codes, Attach a completed Procurement Card Application to Set Up Additional Organization Code

Suggested Monthly Spending Limit \$10,000 \$12,000 \$15,000 \$20,000 \$25,000 Other (specify amount) _____

Department Reconciler: _____

Reconciler Email: _____ Reconciler Phone: _____

Cardholder Access to P-Card Vendor Software: Yes No 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: _____

For Procurement Card Services Use Only

Monthly Credit Limit: _____ Single Transaction Limit: **\$10,000FIXED**

Procurement Card Services Official: _____

Date Received: _____ Date Processed: _____