

Cardholder Application

Cardholder Type

To request a university procurement card (VISA card), please provide the following information.

<p>Applicant name <input style="width: 300px; height: 25px;" type="text"/></p> <p>Applicant position <input style="width: 300px; height: 25px;" type="text"/></p> <p>Department <input style="width: 300px; height: 25px;" type="text"/></p> <p>Credit limit desired \$ <input style="width: 80px; height: 25px;" type="text"/> Declining Balance? <input type="checkbox"/> Number of months declining balance card should be open <input style="width: 40px; height: 25px;" type="text"/></p> <p>Person assigned to approve charges <input style="width: 250px; height: 25px;" type="text"/></p> <p>Backup Approver (required) <input style="width: 250px; height: 25px;" type="text"/></p> <p>Reconciler (optional) <input style="width: 250px; height: 25px;" type="text"/></p>	<p>Email address <input style="width: 250px; height: 25px;" type="text"/></p> <p>Ext # <input style="width: 50px; height: 25px;" type="text"/> CMB # <input style="width: 50px; height: 25px;" type="text"/></p> <p>UPS ID of Cardholder <input style="width: 200px; height: 25px;" type="text"/></p> <p>SpeedCharts against which charges may be made <input style="width: 300px; height: 60px;" type="text"/></p>
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I understand I will need to sign a cardholder agreement upon receiving my purchasing card

Applicant Signature _____ Date _____

Budget Manager or Primary Application Approver (required)

(Print and Sign Name) _____ / _____ Date _____

(if Budget Mgr is applicant, then Dept. Head; if Department Head, AVP or Associate Dean is applicant, then VP or Dean/Provost; if VP, Dean/Provost or President is applicant, then a Financial Officer elected by the Board.)

Office Of Finance use only:
 AVP for Finance (or delegate in their absence) Approval _____ Date _____
 PeopleSoft ck: Budget Mgr authority confirmed? _____ Applicant Status Confirmed _____
 All disb authority speedchart listed on app? _____ Date Ordered _____
 by _____ User ID assigned _____ Cross Validation Table updated? _____

FAQs

When will my card arrive?

Typically within two weeks.

Where do I find more information on the University's Procurement Card program?

Information about the Procurement Card program can be found on the University of Puget Sounds website at About Puget Sound/Offices & Services/Office of Finance/Procurement Card or by searching for Procurement Card in the searchfield.