

MU PURCHASING CARD

CARDHOLDER ENROLLMENT / CHANGE FORM

Action: () Initial Enrollment () Change to Existing Account
Fill in ALL blanks down to double line and return to Card Systems Administrator

Individual's Information to Appear on Card

Last Name: _____ (Please Print) First Name: _____

Verification Information

Applicant's title: _____

Department: _____

Default Cost Center/WBS/Internal Order #

Office Phone #: _____

Email address: _____

Credit card to be used for:

Cell Phone Number: _____

All cards are set up with the following limits: \$2,000/single transaction limit \$6,000/monthly spend limit

Any increase in limits and type of charge (MCC Code) must be approved by the Purchasing Department.

All cards are initially valid for the purchase of basic supplies and small services not available through SourcePoint.

No IT software and/or subscriptions are permitted on the Pcard. Cardholders must comply with asset policy.

Athletic Dept. only: Increases to these limits must be initialed by the supervisor of the account

\$ _____ /single limit _____ (initial) \$ _____ /monthly trans limit _____ (initial)

Cardholder Signature: _____ Date: _____

() I verify that the Cost Center/WBS element/Internal Order and G/L account number are correct.

Supervisor Signature: _____ Date: _____
(Financial Manager)

Do Not Write Below This Line

Input

P-Card Administrator: _____
Date: _____

Bank of America Data

User ID: _____ Verification #: _____ Control Group _____