

# 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 \_\_\_\_\_