

# 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

**For new cards only:**

**Last 4 digits of Social Security #** \_\_\_\_\_  
 (Activation Password)

**Cell Phone Number:** \_\_\_\_\_

Applicant's title: \_\_\_\_\_

Department Name: \_\_\_\_\_

Default Cost Center/WBS/Internal Order # \_\_\_\_\_

Office Phone #: \_\_\_\_\_

Email address: \_\_\_\_\_

Credit card to be used for: \_\_\_\_\_

**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 in addition to the approval of the responsible person of the Cost Center/WBS/Internal Order # listed on this form.*

All cards are initially valid for the purchase of basic supplies, if additional commodity types are required, please note below and have the financial manager initial for approval.

The nature of departmental operations and/or operating budgets may require an increase in these limits.

Increases to these limits must be initialed by the responsible person of the account

\$ \_\_\_\_\_/single trans limit \_\_\_\_\_ (initial)      \$ \_\_\_\_\_/monthly trans limit \_\_\_\_\_ (initial)  
**(Limited to \$2,000 due to capital assets policy)**

Justification for increasing limits or MCC Codes: \_\_\_\_\_

Cardholder Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

Responsible Person's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 (Financial Manager)

### Do Not Write Below This Line

Input	Approval
P-Card Administrator: _____ Date: _____	Procurement Director _____ Date: _____

### Bank of America Data

User ID: \_\_\_\_\_ Verification #: \_\_\_\_\_ Control Group \_\_\_\_\_