



# 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: \_\_\_\_\_

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### For Procurement Card Services Use Only

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

Procurement Card Services Official: \_\_\_\_\_

Date Received: \_\_\_\_\_ Date Processed: \_\_\_\_\_