



PROCUREMENT CARD APPLICATION

PCards are only issued to permanent full time employees.

CARDHOLDER INFORMATION

Name: _____
Last First M.I.

Department: _____ Title: _____

RRCC Email: _____ Ext: _____

Campus: Lakewood Arvada Box Number _____

Social Security Number: _____ (last 4 digits)

"S" Number (BANNER): _____ BANNER User ID: _____
(You can obtain from HR if unknown) (If you do not have one mark "New")

Default Org Code: _____ Default Account Code: _____

What type of purchases will the procurement card be used for:

Cardholder Signature: _____ Date: _____

APPROVING OFFICIAL (AO)

Approving Official Name: _____

Account Manager: _____
(Cardholder or alternate person who is assigned to reallocate PCard transactions in banner.)

List additional org codes needed for reallocation in BANNER:

I understand each cardholder has the following card limitations unless otherwise requested by myself and approved by the Procurement Manager.

- Transaction Limit \$3,000
- Daily Limit \$5,000
- Cycle Credit Limit \$10,000
- Daily Transaction Limit 10
- Cycle Transaction Limit 50

AO Signature: _____ Date: _____

BUSINESS OFFICE USE ONLY

Approved by: **Bryan Bryant**, VP of Administrative Services _____ Full-time employee verified

Signature: _____ Date: _____

MCC Codes: GJA 1 2 3 4 5 6 7

Limits: Per Transaction _____ Per Cycle _____ Procurement Manager Approval: _____

Citibank Security/FOMPROF Request Y N Welcome Email Date Processed _____

Database ___ Distribution List ___ FY Log ___ Change Daily Limit in Citibank ___