UNIVERSITY OF ALBERTA

Corporate Purchasing Card (PCard)
Cardholder Application Form

Protection of Privacy - The personal information requested on this form is collected under the authority of Section 33 (c) of the *Alberta Freedom of Information and Protection of Privacy Act* and will be protected under Part 2 of that Act. Your name, email, department and date of birth information will be disclosed to the Bank of Montreal, this will be used for the purpose of applying for a University of Alberta Purchasing Card. Direct any questions about this collection to: PCard Administrator, Supply Management Services 3rd Floor, Materials Management Building or phone 780-492-7366.

***Fields marked must be completed**

1 PCard Administration

UNIVERSITY OF ALBERTA
Name of the corporation - Maximum 22 characters

780 | 492-7366
Area code | Telephone Number

BRIANNE MACNEIL

2 Cardholder Information

* Last Name

* First Name

* E-mail

* Office Phone

* ***DATE OF BIRTH - dd-mm-yyyy*** - -

* ***DEPARTMENT NAME***

3 PCard Limits- Completed by Supervisor

Departments are required to specify the transaction limits that are appropriate for the Cardholder usage.

DEFAULT SPEED CODE & ACCOUNT

*

* **Specify Transaction Limit** (Maximum $5,000.00)

* **Specify Monthly Limit** (Maximum $15,000.00)

Indicate the per transaction limit and monthly transaction limit above.

CHECK BOX IF AUTHORIZING:

☐ ALBERTA 1 - CATERING & HOSPITALITY

Food and beverage expenses are permitted anywhere except hotels/lodging

ALBERTA 2 - FOR HOSTING & HOSPITALITY IN HOTELS.

Can also be used for conference bookings, accommodation for visiting speakers. Contact PCard Administration for form and authorization.

4

* **EMPLOYEE/ CARDHOLDER**	Signature	Printed Name	Date
* **DIRECT SUPERVISOR**	Signature	Printed Name	Date
* **SITE COORDINATOR**	Signature	Printed Name	Date

RETURN APPLICATION VIA CAMPUS MAIL IN A SEALED ENVELOPE - DO NOT SEND BY EMAIL