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

Name of the corporation - Maximum 22 characters

[Input fields for the name of the corporation and area code, followed by the telephone number.

2 Cardholder Information

* Last Name

* E-mail

* DATE OF BIRTH - dd-mm-yyyy

* DEPARTMENT NAME

3 PCard Limits - Completed by Supervisor

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.

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* 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