

## Purchasing Card Application Form

**Instructions:** Applicant to complete form and submit to Budget Manager for review and signature with the final approval and signature from the departmental Vice President. Submit to Business Office for processing..

Cardholder Name: \_\_\_\_\_ Date \_\_\_\_\_

Title: \_\_\_\_\_ Phone # \_\_\_\_\_

Department: \_\_\_\_\_ Default department Code(4 digits) \_\_\_\_\_

Email address: \_\_\_\_\_ Employee ID # \_\_\_\_\_

**\*Spend Limit:** \_\_\_\_\_ Up to \$2,500 (Monthly) > STANDARD PCARD  
(select only one)  
\_\_\_\_\_ Up to \$5,000 (Monthly) > Athletics, ITR, Dean, etc.  
\_\_\_\_\_ Up to \$10,000 (Monthly) > VP  
\_\_\_\_\_ Above \$10,000 (Monthly) > Reason for limit request \_\_\_\_\_

***\*Limits will be aligned to the department's core function and employee's job responsibilities.***

***By signing below cardholder agrees to all policies as outlined in the Neumann University Purchasing policy and procedure guide.***

\_\_\_\_\_  
Cardholder (Print Name) Signature Date

\_\_\_\_\_  
Chair / Dean / Director (Print Name) Signature Date

\_\_\_\_\_  
Vice President / President (Print Name) Signature Date