



New Applicant (Requires Justification)

Replacement of Cardholder:

Employee Transfer (Requires Justification)

Replacing?

Personal Information

| | | |
|-----------------------|------------------|---------------|
| Prefix | First Name | Middle Name |
| Last Name | | Suffix |
| Date of Birth | Position / Title | Extension |
| Department / Location | | Email Address |

Supervisor/Budget Administrator Information:

Supervisor/Budget Administrator **Extension**

Supervisor/Budget Administrator Email Address

Supervisor/Budget Administrator Approval

Monthly Credit Limit:

Please select a monthly credit limit. Your credit limit should properly reflect your level of spending needs. Should you require a non-standard limit, please contact PCA.

Default Accounting Unit

The default accounting unit will be assigned to all transactions for the cardholder. A cardholder may reassign a given transaction to alternative accounting units, based upon security access, when necessary.

Justification - Please provide a detailed explanation indicating a justification (i.e., anticipated spending needs) for any new card request or transfer of an existing card to another department.

******* For PCA Use Only *******

| | | | |
|------------------------|-----------------------|-------------------|-------------------|
| Basic Cardholder | Cardholder & Approver | Unique Identifier | |
| Manager/Approver | Administrator | Card # | Dept # |
| Principal Investigator | | EID | User Name |
| PCA Approval | Date | | Account Created: |
| Finance Approval | Date | | Plastic Received: |
| | | | Training Held: |