

John Carroll University Pcard Application Form

Section I - Instructions

- 1) To add a new P-Card account, complete all sections.
- 2) To change an existing account, complete Section II with the type(s) of requests and fill in ONLY fields requiring change(s) in the remaining sections below.

Section II – Type of Request

- New P-Card Account Cancel P-Card Temporarily Suspend Card
 Cardholder Dept. Change (Section IV) P-Card Information Change (Section IV)
 Other: _____

For changes to existing accounts or account cancellations, please complete the fields below:

Existing Cardholder Name: _____

Existing P-Card Account # (xxxx-xxxx-xxxx-xxxx): _____

Section III – Employee Information

Employee Banner No. _____

The Information below may be used by JPMorgan's Fraud Dept in verifying your identity when potential fraudulent charges are noted.

First Name: _____ MI: _____ Last Name: _____

Business Address: 1 John Carroll Blvd., University Hts., OH 44118

Cell Phone (Contact #):(_____) _____ - _____ E-mail: _____

SSN: _____ - _____ - _____ Date of Birth (MM/DD/YY): _____ / _____ / _____

Section IV – P-Card Information

Cardholder's Name (as it will appear on the card): _____

Cardholder's Organization/Budget Code (default): _____

(Default budget code is the Org. number that will be used most often for the person applying for a pcard)

Monthly \$ Limit: 5000 (default) Otherwise, specify \$ _____

Transaction \$ Limit: 1000 (default) Otherwise, specify \$ _____

Budget Administrator/Supervisor's Name: _____ Budget Administrator/Supervisor's E-mail: _____

Section V - Approvals

Cardholder & budget administrator's signatures are required on all new card applications.

Cardholder Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____