



**APPLICANT INFORMATION**

\_\_\_\_\_  
First Name Last Name Initial

\_\_\_\_\_  
Employee ID # University Email Address

\_\_\_\_\_  
Date of Birth (MM, DD, YYYY) Business Telephone Cell Phone – Bank Purpose Only

HOME ADDRESS (PHYSICAL HOME ADDRESS IS REQUIRED)

\_\_\_\_\_  
Street Address City

\_\_\_\_\_  
State Zip Code Country of Citizenship

**DEPARTMENT INFORMATION**

\_\_\_\_\_  
Department Name Organization (ORG) ID Number

\_\_\_\_\_  
Department Street Address (this will be your mailing and billing address) City

\_\_\_\_\_  
State Zip Code Name of Department Head (signature of authorization on page 2)

**REQUESTED LIMITS**

Monthly Cycle Limit \$ \_\_\_\_\_  
*(12th through the 11th of each month)*

Default monthly cycle limit is \$10,000. You may request a higher limit by including a brief reason why it is necessary. You may also request lower.

Transaction Limit \$ \_\_\_\_\_

University default is \$3,000. You may request a higher limit by including a brief reason why it is necessary, this cannot exceed \$5,000. You may also request lower.

Brief reason why you have requested a higher limit:

**AUTHORIZATION FOR BUSINESS MEALS**

Please leave this section blank if the cardholder will not be authorized

The cardholder listed on this application is approved to make purchases of business meals by:

**DEFAULT CHARTFIELD**

\_\_\_\_\_  
Signature of Dean (or Director for non-academic units)

**Default Chartfield:** Every card is assigned a default chartfield. Any charges that are not reallocated during the month will automatically be charged to this number. Signature of the Account Executive on this default chartfield must appear on page 2.

BU (2)	ORG (5)	FUND (4)	ACTIVITY (5)	ACCOUNT (5)	A/U

**Reallocator Information:** The reallocator will review and reallocate your PCard transactions on the university's web based reallocation program. This person must attend cardholder and reallocator training. See "Training" information below.

*Your account must have a trained reallocator prior to activation.*

**Primary Reallocator:** \_\_\_\_\_  
 First Name Last Name

Employee ID University Email Address Business Telephone

**Alternate Reallocator:** \_\_\_\_\_  
 First Name Last Name

Employee ID University Email Address Business Telephone

**Alternate Chartfield Combinations:** When making a purchase on the PCard, you will have the ability to assign the purchase to any chartfield you have been authorized for use. List those chartfields below which you want to be able to reallocate to in the future. List only the chartfield combination **not** the "account" (last 5 digits).

*If you list alternate chartfields, there must be a signature included\* of the account executive or authorized alternate.*

BU (2)	ORG (5)	FUND (4)	ACTIVITY (5)	PROJECT (8)

BU (2)	ORG (5)	FUND (4)	ACTIVITY (5)	PROJECT (8)

\*Authorized signature for Alternate Chartfield \_\_\_\_\_

\*Authorized signature for Alternate Chartfield \_\_\_\_\_

\*Authorized signature for Alternate Chartfield \_\_\_\_\_

By submitting this request for a Purchasing Card issued through JPMorgan and from the University of Utah for the applicant named herein, the undersigned parties do hereby (1) certify that, to the best of their knowledge, information and belief, the information in this application is accurate, (2) certify that the identity of the aforementioned applicant has been verified and that the applicant is a current employee of the University of Utah and has been duly authorized by the Account Executive and Department Head to incur expenses on behalf of the University of Utah and their department, (3) certify that the applicant has consented to the provision of their information in this application and as outlined in the PCard Handbook and agreement, and (4) confirm that the applicant has consented to the issuance of a PCard in their name, accepting full responsibility of any procurement with the PCard. **Account Executives and Department Heads** assume responsibility for the approval and oversight of all transactions.

**Cardholder**

Signature \_\_\_\_\_

Type/Print Name \_\_\_\_\_

Today's Date \_\_\_\_\_

**Reallocator**

Signature \_\_\_\_\_

Type/Print Name \_\_\_\_\_

Today's Date \_\_\_\_\_

**Account Executive on the Default Chartfield**

Signature \_\_\_\_\_

Type/Print Name \_\_\_\_\_

Today's Date \_\_\_\_\_

**Department Head**

Signature \_\_\_\_\_

Type/Print Name \_\_\_\_\_

Today's Date \_\_\_\_\_

**Training:** All cardholders and reallocators must obtain training before the account can be activated. Cardholder training is available online through the PCard Handbook at <http://fbstrain.utah.edu/>. The University requires a quiz score of 80% or higher to become a University Cardholder. Reallocator training must be completed in person, you may register for this training at the following link: <http://fbs.admin.utah.edu/training/train-alpha/training-allocator/>.

**PURCHASING CARDS THAT ARE NOT PICKED UP WITHIN  
 30 DAYS OF ISSUE DATE WILL BE CLOSED.**