



APPLICATION: PCARD AND TRAVEL CARD

PCARD

TRAVEL CARD

APPLICANT:

FIRST NAME	LAST NAME	POSITION/TITLE	DEPARTMENT	
EXT	YSU EMAIL	BANNER ID	SOCIAL SECURITY NUMBER (LAST 4 DIGITS)	DATE OF BIRTH (XX/XX/XXXX)
HOME ADDRESS LINE 1	HOME ADDRESS LINE 2	CITY	STATE	ZIP CODE
REASON(S) CARD IS NEEDED		DEFAULT FUND	DEFAULT ORGANIZATION	DEFAULT PROGRAM

Cardholders are initially assigned spending limits of \$1,500 per transaction and \$15,000 total per month. A request for higher spending limits can be made by the financial manager/supervisor by attaching a memo to this application, documenting the necessity for the higher limits.

DELEGATE: *A delegate can process PCard Statements and Travel Expense Reports in Concur for the cardholder.*

FIRST NAME	LAST NAME	EXT	POSITION/TITLE	YSU EMAIL
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FINANCIAL MANAGER/SUPERVISOR:

FIRST NAME	LAST NAME	EXT	POSITION/TITLE	YSU EMAIL
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SIGNATURES: *It is the responsibility of the cardholder and the financial manager/supervisor to read, understand, and comply with the guidelines.*

APPLICANT

DATE

FINANCIAL MANAGER/SUPERVISOR

DATE

Mail the completed form to Procurement Services, Room 2013, Jones Hall, fax to extension 3499, or email to procure@ysu.edu.

<i>For Administrative Use Only:</i> Single transaction limit \$ _____ Monthly limit \$ _____ 2 nd Line Embossing: _____	
<input type="checkbox"/> Approve <input type="checkbox"/> Deny _____ Manager of Accounts Payable & Travel Services Date	PaymentNet: CM _____ / MCC group _____ Concur User Admin: <input type="checkbox"/> CBS Statement User / <input type="checkbox"/> FOAP / <input type="checkbox"/> Approver / <input type="checkbox"/> Delegate Concur Tools >mg accts>: <input type="checkbox"/> assign <input type="checkbox"/> modify <input type="checkbox"/> icon (CH Setup)
<input type="checkbox"/> Approve <input type="checkbox"/> Deny _____ Director of Procurement Services Date	<input type="checkbox"/> Last 4 digits of card _____ <input type="checkbox"/> Conflict of Interest form <input type="checkbox"/> CH Agreement <input type="checkbox"/> TCARD Reference Sheet <input type="checkbox"/> Email <input type="checkbox"/> CHL

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