

□ Approve

□ Deny

APPLICATION: PCARD AND TRAVEL CARD

PCARD

TRAVEL CARD

APPLICANT: FIRST NAME LAST NAME POSITION/TITLE **DEPARTMENT** Date of Birth **EXT** YSU EMAIL **BANNER ID** (MM/DD/YYYY) **HOME ADDRESS LINE 2 STATE HOME ADDRESS LINE 1** CITY Zip Code Default **Default Fund** REASON(S) CARD IS NEEDED Default Program Organization 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 FXT** POSITION/TITLE **YSU Email** FINANCIAL MANAGER/SUPERVISOR: **FIRST NAME LAST NAME EXT** POSITION/TITLE **YSU Email** 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 Please email completed form to: procure@ysu.edu For Administrative Use Only: Single transaction limit \$ Monthly limit \$ 2nd Line Embossing: / MCC group PaymentNet: CM □ Approve Concur User Admin: □ CBS Statement User / □ FOAP / □ Approver / □ Delegate □ Deny Concur Tools >mg accts>: □ assign □ modify □ icon (CH Setup) Manager of Accounts Payable & Travel Services

Youngstown State University does not discriminate on the basis of race, color, national origin, sex, sexual orientation, gender identity and/ or expression, disability, age, religion or veteran/military status in its programs or activities. Please visit the EIT Home Page for contact information for persons designated to handle questions about this policy.

□ Last 4 digits of card

□ CH Agreement

□ Email

□ CHI

Date

Date

Director of Procurement Services

□ Conflict of Interest form

☐ TCARD Reference Sheet