



APPLICATION: PCARD AND TRAVEL CARD

PCARD

TRAVEL CARD

APPLICANT:

FIRST NAME LAST NAME POSITION/TITLE DEPARTMENT

EXT YSU EMAIL BANNER ID Date of Birth (MM/DD/YYYY)

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

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:
PaymentNet: CM / MCC group
Concur User Admin: CBS Statement User / FOAP / Approver / Delegate
Concur Tools >mg accts>: assign modify icon (CH Setup)
Last 4 digits of card Conflict of Interest form
CH Agreement TCARD Reference Sheet
Email
CHL