



APPLICATION: PCARD AND TRAVEL CARD

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PCARD

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TRAVEL CARD

APPLICANT:

FIRST NAME	LAST NAME	POSITION/TITLE	DEPARTMENT	
EXT	YSU EMAIL	BANNER ID	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

FINANCIAL MANAGER:

FIRST NAME	LAST NAME	EXT	POSITION/TITLE	YSU EMAIL

SIGNATURES: It is the responsibility of the cardholder and the financial manager to read, understand, and comply with the guidelines.

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

For Administrative Use Only: Single transaction limit \$ _____ Monthly limit \$ _____ 2 nd Line Embossing: _____	
☐ Approve ☐ Deny _____ Manager of Accounts Payable & Travel Services _____ Date	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 _____ ☐ CH Agreement ☐ Email ☐ CHL
☐ Approve ☐ Deny _____ Director of Procurement Services _____ Date	☐ Conflict of Interest form ☐ TCARD Reference Sheet

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