

REVISED

8:16 am, Dec 07, 2007

PURCHASING CARD APPLICATION

BGSU

Bowling Green State University

EMPLOYEE INFORMATION

First Name Middle Initial Last Name

Business Street/Shipping Address Address Line Two

Bowling Green OH 43403
City State Zip E-Mail Address

Business Phone Date of Birth "P" Number
(MM/DD/YY) (Last 9 Characters Only)

CONTACT INFORMATION (Please return application to the address below)

Teresa Coss (419) 372-8595

Purchasing Department, 103F Park Avenue Warehouse

Department/Address

Bowling Green OH 43403
City State Zip

Single Transaction Limit/Monthly Credit Limit (Choose One)

\$500 Single Transaction/ \$5,000 per Month

\$1,000 Single Transaction/ \$10,000 per Month

\$1,500 Single Transaction/\$10,000 per Month

\$1,500 Single Transaction/ \$25,000 per Month

Optional Limits:

(Must not exceed \$1,500 per single transaction)

Single Transaction per Month

Default Dept. Cost Ctr. Default Account Default Program Code

EMPLOYEE/APPROVAL SIGNATURES

Applicant/Cardholder signature Date Business Office/Purchasing Card Services signature Date

Supervisor/Dean/Admin Officer/Chair/Director signature Date Supervisor/Dean/Admin Officer/Chair/Director Printed Name

Budget Administrator/Principal Investigator (PI) signature Date Budget Administrator/Principal Investigator (PI) Printed Name

Grants Accounting signature Date Grants Accounting Printed Name

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MANAGER INFORMATION (Security Access for the PaymentNet System)

The individual(s) listed below will have the ability to APPROVE/CHANGE account and budget center information for this Cardholder's transactions in the PaymentNet System.

PLEASE NOTE: *A Cardholder cannot be their own Card Manager*****

(Primary Card Manager Information)

First Name, Last Name:
User ID
Email Address:
Official Job Title:
Does the Cardholder Report to You (Primary Card Manager)? Yes No

(Backup Card Manager- Optional)

First Name, Last Name:
User ID
Email Address:
Official Job Title:
Does the Cardholder Report to You (Card Manager) Yes No

Cardholder Name _____

Cardholder's Official Job Title: _____

Purchasing Director Approval _____