

**CARDHOLDER APPLICATION/APPROVAL FORM
FOR
P-CARD CENTRALLY BILLED ACCOUNT (CBA)**

Cardholder/Applicant Information

Name: Title:

Last 4 digits of Social Security #: Work Phone: Work E-Mail:

College/Division: Department:

Card Information

Single Transaction Limit \$: (If not indicated, limit is \$5,000 Monthly Limit \$: (If not indicated, limit is \$15,000)

Default Banner FOP			
	Fund	Org	Program
Default			
Alternate			

For Office Use Only: MCC Group Exclude		
STATE	LOCAL	LOCAL
TXPCARD	TXPNET	TXP4563

Select Primary FundingSource: Local Grant State

Note: Cardholder should sign up for P-Card Cardholder training at the time the application is submitted. P-Card will not be released until Cardholder successfully completes the training.

Business Contact Information

List Business contact responsible for SDOL entries, processing Expense Reports, maintaining forms, receipts and p-card maintenance.

Name: Work Phone: Work E-Mail:

Note: Business Contact and Cardholder should sign up for P-Card training at the time the application is submitted, unless they have taken the training within the past year. Business Contacts and Cardholder must complete this training annually.

College/Division Business Administrator

Responsible for p-card program of said College or Division. Responsibilities include: reviewing, approving/ disapproving transactions made by cardholder, verifying budget availability, verifying correct account # is selected etc.

CDA: _____

Printed Name	Signature	Date
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Approvals (Funding beginning with 2 or 3 require approval by Research & Financial Sevices)

Dean/Executive Director Signature: _____ Date: _____

Research & Financial Services Signature: _____ Date: _____

Vice President Signature: _____ Date: _____

Entertainment Expense Authorization (Local Funds Only)

I, (Vice President's Printed Name): _____, give delegated authority to (Cardholder's Printed Name): _____ to utilize his/her procurement card for the purpose of entertaining as outlined in the University MAPPs 03.01.02 and 03.07.04

I, (Cardholder's (signature): _____, accept responsibility for entertaining for University business and agree to adhere to MAPPs 03.01.02 and 03.07.04

Vice President (signature): _____