RESET FORM

Auburn University

Purchasing Card Application

Cardholder Information - (To be completed by Applicant)

First Name | Middle Initial | Last Name (Maximum of 24 Characters)

Banner ID Number | Title

Department Name | Business Phone Number (10 Digits)

Department Abbreviation | Group Reconciler/Administrator*

Campus Address

City | State | Zip (10 Digits)

Applicant Email Address

Employee's Signature | Date

$499 ○ $3,000 ○ Fuel Only ($250) ○

Single Transaction Limit

$1,000 ○ $3,000 ○ $5,000 ○ $10,000 ○ Fuel Only ($1,000) ○

Suggested Monthly credit limit

Dean/Director/Department Head's Signature | Date

Cardholder Information Provided by Program Administrator:
(To be Completed by Procurement and Business Services)

Monthly Credit Limit

PBS Program Administrator's Signature

***The"Group Reconciler/Administrator" is defined as the employee who prepares the monthly Purchasing Card Reconciliation for that area.**

After completion and approvals, upload completed form in Banner Self-Service on the Request PCard tab.