

Auburn University

Purchasing Card Application

Cardholder Information - (To be completed by Applicant)

First Name	Middle Initial	Last Name (Maximum of 24 Characters)
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Banner ID Number	Title
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Department Name	Business Phone Number (10 Digits)
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Department Abbreviation	Group Reconciler/Administrator*
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Campus Address

City	State	Zip (10 Digits)
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Applicant Email Address

Employee's Signature	Date
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\$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
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**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.