usbank Canada

UNIVERSITY of GUELPH

VISA® PURCHASING CARD EMPLOYEE CARD APPLICATION

EMPLOYEE INFORMATION

First Name | Last Name | Middle Initial

Department

Not to exceed 19 characters in length including spaces

Employee Number

Email Address

Company Name and Business Address

U N I V E R S I T Y O F G U E L P H

Alias Card Identifier (ie Smith's TF)

Not to exceed 19 characters in length including spaces

Default Code (must include a dash between coding segments)

Fund - **Unit** - **Grant** - **Project**

City: GUELPH

Province: ON

Postal Code

Business Phone Number

Extension

Monthly Credit Limit

Maximum $50,000.00

Single Transaction Limit

Maximum $3,000.00

COMPANY AUTHORIZATION

Employee Signature | Date | Dean, Director or Chair Signature | Date

Employee Name (Print) | Dean, Chair, Director (Print) | Extension

Signature Verified by PCC (Initials) | Lynne Harbin – Procurement Card Co-ordinator | Date

Employee Per Human Resources: Yes No

FOR PURCHASING USE ONLY

1. check application form & obtain management approval
2. card requested from US Bank
3. check all card info at receipt from US Bank
4. call cardholder for card pickup
5. have agreement form signed
6. list serve
7. update access online
8. master list
9. update Oracle
10. file

US BANK CARD #