Scotiabank

PURCHASING CARD EMPLOYEE APPLICATION FORM

UNIVERSITY of GUELPH

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

in length including spaces

Default Code (must include a dash between coding segments)

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

City | Province | Postal Code

Business Phone Number | Extension

Monthly Credit Limit | Single Transaction Limit

Maximum $50,000.00 | Maximum $5,000.00

Expense Report Approver(s)

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

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

Return completed form to: treasury@uoguelph.ca

University of Guelph Purchasing Card holders are subject to the Purchasing policies and procedures, which can be found at the following link: https://www.uoguelph.ca/finance/departments-services/procurement-and-payables/procurement-card

Treasury Office Use Only

Card Delivered to Card Holder – Treasury | Date