

Instructions for Completing the Purchasing Card Application 09/2006

Select Type	There are two types of Purchasing Cards available: 1) The “Individual PCard” - Applicants for this tool are the sole users of the card. 2) The “Department PCard” - Applicants for this tool intend to be the Custodian of the Card and will identify who in their work group will act as designees (those who can use the card). The Custodian is also responsible for training the designees on University policy.
Cardholder Name	Write the name of the Cardholder. For a Department PCard this would be the Custodian’s name.
Department	Write the complete name of the Cardholder/Custodian’s department. (Limited to 25 characters)
Address	Write the mailing address where the Cardholder/Custodian works.
City, State, Zip Code, Mail Code	Supply this information about the Cardholder/Custodian’s location.
Email Address	Please provide your Stanford email address.
Employee I. D. Number	The University ID number is written on the employee identification card. NOTE: When speaking to the Bank, the Cardholder will be asked for their Social Security Number. The Cardholder/Custodian should supply their employee ID number in lieu of their Social Security Number.
Date of Hire	Note: When speaking to the Bank, the Cardholder/Custodian will be asked for his/her date of birth. The Cardholder/Custodian should supply their date of hire in lieu of their date of birth.
Password	Choose a unique, easy to remember password consisting of any combination of letters or numbers. NOTE: When speaking to the Bank, the Cardholder will be asked for their mother's maiden name. The Cardholder should supply their selected password.
Work Phone	Write the Cardholder/Custodian’s complete telephone number, including area code.
University Default PTAE	The University Default PTAE must be a valid unrestricted PTAE. It should be the PTAE most likely to be charged for most of the expenses incurred by the Cardholder.
Online PCard Test	You must complete this test before your application can be processed.
Dollar Limit per Transaction	The maximum dollar limit per transaction is \$2,500. It is possible to set the limit per transaction lower than \$2,500 but not be higher.
Dollar Amount Limit per Month	The maximum dollar amount that may be spent by the Cardholder on an individual PCard per month (cycle = 5th of the month through the 4th of the next month) is \$15,000 . The monthly limit may be set lower than \$15,000, but not higher. The maximum monthly limit that may be spent on the Department PCard is \$30,000 .
Transactions per Day	The number of transactions that can be made per day may be limited.
Transactions per Month	The number of transactions that can be made per month may be limited.
Cardholder Signature and Date	Cardholder applicants are required to sign and date the Cardholder Application. For a Department Card, the Custodian must sign as the Cardholder.
Verifier/Custodian Information	Individual Purchasing Card: If the Cardholder will not be verifying his/her on-line Purchasing Card Transactions, please provide the Verifier’s name and signature. Department Purchasing Card: Please provide the Custodian’s name and signature.

PLEASE MAKE A COPY OF YOUR APPLICATION FOR YOUR RECORDS.

Stanford University Purchasing Card Application

Verifier Information

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Verifier/Custodian Name:

Individual PCard: If the Cardholder will not be verifying his/her on-line Purchasing Card transactions, please provide the Verifier's name and signature:

Department PCard: Please provide the Custodian's name and signature:

Name of Verifier/Custodian: _____ / _____
(please print) (please sign)

This Application requires the approval of TWO (2) University Officials

Note: Some Schools require their Dean's Office approval of PCards or DPCards.

Staff, student employee and Department PCard Custodian:

1. Manager/Supervisor (please print): _____

Signature: _____

2. Dept. Financial/Budget Officer (please print): _____

Signature: _____

Faculty Cardholder:

1. Department Chair (please print): _____

Signature: _____

2. Dept. Financial/Budget Officer (please print): _____

Signature: _____

For Post-Doctoral Fellow:

This post-doctoral fellow is a U.S. citizen or resident alien and performing their own work independently and voluntarily at Stanford University. They may make purchases using the purchasing card solely in support of their own efforts. They may not make purchases for others or at the direction of others.

1. Faculty Advisor (please print): _____

Signature: _____

2. Dept. Financial/Budget Officer (please print): _____

Signature: _____

Send Application To: Purchasing Card Administration 616 Serra St., MC: 6048

Stanford University Purchasing Card Application

Select Type (✓)

Individual Purchasing Card (PCard)

Department Purchasing Card (DPCard)

 Cardholder/Custodian Information Stanford University

Cardholder Name _____

Department _____

Address (Stanford) _____

City _____ State _____ Zip Code _____

_____/_____/____ (____) _____

Employee ID #

Date of Hire

Password

Work Phone

Email _____

PTAE# _____

Completed Online Pcard Test? Yes No

PCard/DPCard limit per transaction (\$2,500 max) \$ _____

Transactions per day (999 max) _____

PCard Limit per month (\$15,000 max) \$ _____

DPCard Limit per month (\$30,000 max) \$ _____

Transactions per month (999 max) _____

 Cardholder/Custodian Signature

Name _____

Signature _____

Date _____

Send Application to: Purchasing Card Administration, 616 Serra St., MC 6048