

P-CARD APPLICATION

*University p-cardholders are responsible for spending university funds in accordance with policy.
Please review the [University P-Cardholder User Guide](#) (pdf) to ensure you understand your role as a cardholder.*

CARDHOLDER INFORMATION			
Department Name:		Date:	
Employee Name:		Empl Id#:	
Job Title:		Email:	
Employee Status:	Permanent	Temporary	Student Employee
P-CARD ACCOUNT SPECIFICATIONS			
Select Card Type	Standard Card	Department Card	Travel Use Only Card
Name To Appear On Card:	(Embossed name-maximum 20 characters)		
Select a Standard Limit or designate a Custom Limit below:			
Standard Limit (used for most cards)	\$1,999 Maximum Per Transaction	\$10,000 Maximum Monthly Spend	
Standard Limit (low volume use)	\$1,999 Maximum Per Transaction	\$5,000 Maximum Monthly Spend	
Standard Limit Plus (high volume use)	\$2,999 Maximum Per Transaction	\$20,000 Maximum Monthly Spend	
Custom Limit	Maximum Per Transaction	Maximum Monthly Spend	
Provide a brief explanation for custom limit (or provide a Works Spend Profile name if preapproval was obtained)			
Provide Default Accounting for P-Card Expense: Expense can be reallocated by department before Works sign off			
Fund	Department	Cost Center	
Supplemental	Project	(Optional) Account	
Department P-Card Expense Reviewers: For detail review P-Card Approver Guide – Procedures for Department P-Card management			
Print Works Approver Name:		Email:	
(Optional) Print Reconciler Name:		Email:	
Expense Authorizer (Offline Role) Department Head, Director, Dean, V.P., Business Manager			
Print Authorizer Name:		Title:	
DEPARTMENT SIGNATURES:			
P-Cardholder Signature			
P-Card Approver Signature			
P-Card Authorizer Signature			

Forward completed application to Pcard@boisestate.edu

Original form is retained by Department.

P-Card Staff Use Only		HRS Employment Verification Completed By:	
Name:	Date:	Signature:	
Notes:			
Date Card Ordered:			