Auburn University

Purchasing Card Application
Cardholder Information – (To be completed by Applicant)

First Name	Middle Initial	Last Name (Maximum of 24 Characters)

Banner ID Number	Last 4 Digits SSN	Title

Department Name		Business Phone Number

Department Abbreviation		Group Reconciler/Administrator*

Campus Address

City	State	Zip

Employee Email Address

Employee Signature

$5,000   Fuel Only ($250)
Single Transaction Limit

$5,000 $10,000   Fuel Only ($1,000)
Suggested Monthly Credit Limit

Dean/Director/Department Head Printed Name

Dean/Director/Department Head Signature	Date

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(To be completed by Procurement and Business Services)

PBS Program Administrator's Signature	Date

Applicant Hire Date \ DOB

*The "Group Reconciler/Administrator " is defined as the employee who prepares the Monthly Purchasing Card Reconcilation for that area.

After completion and approval, upload completed form in Banner Self-Service on the Request PCard Tab.

(Rev 07/19)