



Purchasing Card Application

Please type. Complete all relevant areas and return with required signatures to:

PCard Administrator **pcard@uncg.edu**

CARDHOLDER NAME

First: _____ Middle Initial: _____ Last: _____

University ID Number: _____ Campus Username: _____

Phone No: _____ Email Address: _____

Department Name: _____

Campus Address: _____

Account Profile: Default (Goods + Travel): STL: \$4,999.99, DL: \$10,000, ML: \$25,000

Default Fund-Org-Prg: _____

For Internal Purposes.

DEPARTMENT PERMISSIONS

Delegate Name (if Cardholder is not acting as their own Delegate): *Cardholder is responsible for assigning their Delegate(s) within Emburse.*

Name: _____ Username: _____

Department Head/Supervisor of PCard Holder

Name: _____ Username: _____

Fund approvals for PCard transactions are determined by the funding source.

I agree to use this card for approved purchases only. I further understand that I may be held personally liable and subject to disciplinary or criminal action for any funds misused with this card.

Do you have a **Report to Supervisor** within Banner (NBAPOSN)? Yes ☐ No ☐

*Note: We cannot issue a PCard until you have a **Report to Supervisor** within Banner (NBAPOSN).*

Signed: _____ Date: _____
(PCard Requester)

I hereby authorize the employee named above to receive a UNCG PCard to be used only for official University business. Along with assuring proper process handling within the monthly credit limits stated above, I verify this prospective cardholder is a UNC Greensboro employee.

Signed: _____ Date: _____
(Department Head/Supervisor)

For Procurement Services Use Only:

Approving PCard Administrator _____ Employee Active PEAEMPL ☐ Employee Active Emburse ☐

User added CANVAS Training ☐ User added Emma mail ☐ Email Sent to Cardholder _____

Employee Agreement Form Received ☐ PCard Quiz Score _____ Cardholder Created in Works ☐

Default Fund Added Emburse ☐ PCard Requested from BOA _____ Card Received ☐

Office Depot Tax Exempt ☐ Card Delivered to CASAO ☐

Revised 09/25