

UNIVERSITY OF MASSACHUSETTS MEDICAL SCHOOL PROCARD APPLICATION

Please type or print this form. Complete, mail or hand carry to *Procurement Card Manager, Purchasing, South St, Shrewsbury.* Signed forms may also be faxed to Purchasing at 508-856-7880 or scanned and emailed to purchasing@umassmed.edu.

APPLICANT SECTION – REQUIRED INFORMATION – PLEASE FILL OUT COMPLETELY!

Changes to existing card accounts may be emailed to the Procard Manager at purchasing@umassmed.edu. Please include the last 4 digits of your card account number in your message. Card limit change requests must have the approval of your Department Head or Academic Administrator.

Regular Card (12311/8072)

Declining Balance Card (12312/6305)

Cardholder Employee ID: # _____

(Nickname, 24 Character limit, appears below name on credit card)

Cardholder Name: _____ Phone # _____

Email Address: _____

Campus Address information

Dept Name: _____ Building & Room # _____

Street Address _____ City, State _____ Zip Code _____

Cardholder signature: _____ Date _____

TO BE COMPLETED BY THE REQUESTING DEPARTMENT – REQUIRED INFORMATION

Note: The bank cycle starts on the 16th of each month, and ends on the 15th of the following month.

Dollar limit per bank cycle (if other than \$5000) _____

Total card limit (for declining balance cards) _____

Single Purchase limit (if less than \$2500) _____

Speed Chart Number _____ Account Code _____

Department Procard Contact _____ Phone # _____

PI Name (for grant fund cards) _____

PI Signature (for grant fund cards) _____

Dept Head or Acad Administrator Name _____ Date _____

Dept Head or Acad Admin Signature _____

By approving the issuance of a Procard for a designated Cardholder, the Authorized Account Signer agrees to be responsible for all charges made by the Cardholder.

Reallocation Information - please include ALL reallocators who will access this account

Name _____ PS Login ID _____

Name _____ PS Login ID _____

Name _____ PS Login ID _____

Order Date: _____ CH Agreement Sent: _____

PS Updated