



Purchasing/Travel Card Application



REQUEST TYPE / TYPE DE DEMANDE

Separate Cards

Purchasing

Purchasing Card - used for standard department requirements within authority limits

Travel - Personal

Travel Personal - used for personal travel coordination and expenses. Users are responsible to reconcile and pay for their own cards and then submit an expense form through PeopleSoft to be reimbursed by the University.

EMPLOYEE INFORMATION (Required for both Purchasing and Travel Card Applications)

First Name

Last Name

Account Number (Last 4 digits)

Not to exceed 19 characters in length

Company Name

Faculty

Department

Business Address

City

Province

Postal Code

Business Phone

Work Email

Employee No.

Monthly Credit Limit

Single Transaction Limit

Declining Balance Limit (Optional)

ACCOUNT INFORMATION (for Purchasing Card Applications Only)

Speed Code
(4 characters)

Account code
(6 digits-optional)

Is this a
Research Account?

Reconcilers

Approvers

AUTHORIZATIONS

X

Employee Signature

Date

X

Budget Head/Dean/Chair Signature

Date

Your Direct Supervisor Name (Printed)

Your Direct Supervisor Title (Printed)

X

As Account Holder of the above referenced research account, I am delegating my signing authority on this account to the named applicant on this form for Pcard purchases.

Financial Services Only

Plan Administrator Signature

Date

Research Accounting if applicable

Date

All signatures must be included. Scan/email to pcard@uwo.ca or fax to 83772

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