SWTJC P-card Application Fill-in Form
To be returned to P-card Administrator

Applicant Role - choose one

Cardholder - Secures card, logs in and out for departmental use

Reconciler - Reconciles card activity/transactions via online too

Reviewer - Reviews online transactions (1st approval level)

Cardholder/Reconciler - Secures card, logs in/out for departmental use AND reconciles card activity/ transactions using online tool
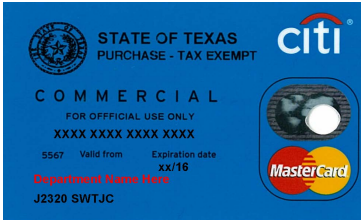
Reconciler/Reviewer - Reconciles and Reviews online transactions

Cardholder/Reconciler/Reviewer - Secures card, logs in/out, Reconciles card activity/transactions online, Reviews transactions online (1st approval level)

Name   E-mail   Date

Department Name for P-card ex: *Registrar*

Name of Online Approver (may be supervisor or VP) 2nd approval level

Department String G/L Acct# ex: 310010 - there may be several, please list all and specify default:

Proposed Per Transaction   Proposed Daily Limit   Proposed Credit Limit (Per Month)
Limit (Standard is $500)   (Standard is $2,500)   (Standard is $5,000)

If other than standard limits above are desired, please make business case below:

VP Approval - Original signature please   Date

Completed?	Date Card Received	Citibank P-card #
Applied for card online		
User setup complete		
User training complete		

Cardholder signature - card received