

SWTX 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 tool

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 Limit
(Standard is \$1000)

Proposed Daily Limit
(Standard is \$2,500)

Proposed Credit Limit (Per Month)
(Standard is \$5,000)

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

VP Approval - Original signature please

Date

P-card Administrator Use only

Completed?

Date Card
Received

Citibank P-card #

Applied for
card online

User setup
complete

User training
complete

Cardholder signature - card received
