PCARD CARDHOLDER INSTRUCTIONS

SUBMITTING THE PCARD CARDHOLDER APPLICATION

1. Cardholders must review the PCard Tutorial and complete the PCard quiz before receiving a PCard.

2. Please complete and return the application to the Purchasing Department, 218 TAW.

3. The PCard Cardholder Application can also be used for changes to the Approver, or Account Information. Check the Change box when completing a change.

COMPLETING THE PCARD CARDHOLDER APPLICATION

1. Applicant Information
    a. If you are at an off campus location, provide your street address instead of building and room number.

2. Approver Information
    a. The Approver needs to be someone other than the Cardholder and must be at a personnel level higher than the Cardholder. If you do not know who your Approver should be, please discuss with your Budget Authority or Department Chair. The designation of the Approver is up to the discretion of the department. The Approver needs to review the PCard Tutorial and complete the PCard quiz (if the Approver is new to the PCard system).
    b. The Approver signature supports your application for a PCard.

3. Account Information
    a. This index or fund will be used by Account Payable in the event an invalid budget number is assigned to a transaction. Check with your Budget Authority to determine the appropriate default budget number.

4. Cardholder Signature
    a. Read and sign the terms listed signifying agreement with EWU and PCard terms and conditions.

After the Cardholder Application as well as quiz results have been submitted and approved by Purchasing, it takes approximately 1 to 2 weeks for the PCard to arrive. The PCard will be received by the Purchasing Department for finalization of account setup. We will notify the Cardholder when the card is ready to be picked up.

PCARD CARDHOLDER APPLICATION

APPLICANT INFORMATION

_____   _____   _____   _____   _____
Last Name   First Name   MI   Title   Date of PCard Training

_____   _____   _____   _____   _____   _____
Department or College Room #   Building   City   State   Zip

_____   _____   _____   _____
Campus Phone   EWU Email Address   Employee ID #   Mother's Maiden Name

_____   _____   _____   _____   _____
Date of birth mm/dd/yy Home Address (Street)   City   State   Zip

DOB and home address are needed per new FDIC guidelines. This information will be used only for the initial set up of your account.

APPROVER INFORMATION   ☐ CHANGE

(Attach Approver Application to Cardholder Application)

_____   _____   _____   _____
Last Name   First Name   MI   Title

_____   _____   _____
Campus Phone   EWU Email Address   Employee ID #

_____   By typing my name I agree to the Pcard Approver terms.
Approver Signature

ACCOUNT INFORMATION   ☐ CHANGE

List Default Banner Index or Fund Number. This budget number will be used in the event an invalid budget number is assigned to a transaction.

_____   _____
Index   Fund

CARDHOLDER SIGNATURE

- I understand that this Procurement Card is to be used for Eastern Washington University business purchases only and is not to be used for any personal purchases. I acknowledge that all purchases must comply with the policies and procedures, terms and conditions of the University and the laws of the State of Washington. I understand that I will be held responsible for any purchase deemed inappropriate and not within the terms of the University or Card agreement. I understand that users who improperly use a purchase card may be subject to prosecution and penalties to the full extent provided by law. I understand that EWU may terminate my PCard for any reason.

By typing my name I agree to comply with the above terms.

_____   _____
Cardholder Signature   Date