

EMPLOYEE & COMPANY INFORMATION:

For Office Use Only		
Order Date:	Group:	
Card #:	User ID:	
Dist. Date:	Close Date:	

Cardholder First Name	Middle Initial	Middle Initial Cardholder Last Name		
Position	Department	PLU ID		
()	<u> </u>			
Business Phone	Email Address	Birthdate		
and \$2,500 Single Transaction	Limit. If you need a differen	n standard \$5,000 Monthly Credit Limit It spend profile, please check the box at dard is acceptable, skip page two.		
FINANCE CODE Default FOAP (xx	xxxx-xxxx-xxxx):			
Reviewer/Proxy Name (print):		Email:		
Approver Name (print):		Email:		
EMPLOYEE SIGNATURE:		Date:		
Personal information is used for se	,	ot affect your personal credit.		
DEPARTMENT SUPERVISO	R/APPROVER:			
By submitting this Application to the authorized representative of PLU, do	• • • • • • •	nerein, the undersigned, a duly		
(1) certify that, to the best of Client's this Application and in any supportin		ef, the information provided by PLU in		
	loyee(s) or agent(s) of PLU and ha	Application has/have been verified and as/have been duly authorized to use the		
(3) in relation to an application for a consented to the provision of their in		that the applicant(s) named herein have		
named in this Application has/have of evidence of the applicant's consent to	consented to the issuance of a Car to the provision of their information or in the Bank urnish such evidence to the Bank u	of a Card, confirm that the applicant(s) rd(s) in their name(s). PLU shall maintain on in this Application and the applicant's upon request. In this Application, the term		
By signing below, you are acknowled	ging that you have read and acce	pt the above:		
Supervisor/Approver:				
Signa		Date		

Spend Profiles

Pacific Lutheran University

All PLU university P-cards will be set at a standard credit line of \$5,000/month \$2,500 single transaction. If you require a different profile, please check the profile below and briefly explain below the reason for the increase.

CL-1,000 SL-500	CL-40,000 SL-20,000
CL-3,000 SL-1,000	CL-50,000 SL-20,000
(standard 5,000/2,500) CL-7,500 SL-5,000 CL-10,000 SL-5,000 CL-15,000 SL-7,500 CL-25,000 SL-15,000	WANG Center Use Only: Monthly/\$7,500-Single/\$5,000 CL-Wang Center Programs 34% CL-Wang Center Programs (high cash) 75% CL-Wang Center Domestic (NO cash)



Pacific Lutheran University Purchasing Card Program Cardholder User Agreement

The PLU Purchasing Card through Dcpm'qh'Co gtlec is a convenience that carries cardholder responsibilities. The card is issued in your name, via authorization of your Financial Manager, however it is University property and is for only university business. The card is not an entitlement, nor is it reflective of title or position within the University. As a recipient of a Pacific Lutheran University Purchasing Card (P-Card), I agree to the following (initial each item):

Purchasing Card (P-Card), I agree to th	e following (initial each ite	em):
1. I understand that my P-Card ma transfer of position, or termination of emp	•	sed on a change of assignment,
2. The P-Card is to be used for bus circumstances.	siness-related purposes only.	No Personal charges under any
3. I am responsible for all charges entitled to use the P-Card issued in my na	-	erstand that I am the only person
4. I understand that improper use of funds, which may result in disciplinary ac		* * * * * * * * * * * * * * * * * * *
5. I understand that I am responsible Expense Policies. <u>Including maintaining reconciling the monthly statements.</u> Do	g proper itemized receipts.	supporting documentation, and
6. I understand on campus charges fide business purpose with documentation	-	rd and local meals must have a bona ees and the business purpose.
7. I agree to review my P-Card trancorrect fund, organization and account co		
8. I am responsible for resolving an contacting the vendor/supplier, second wi	•	ng the reconciliation process by first ne Purchasing Card Administrator.
9. I am responsible for following p account number are protected from theft of the university Purchasing Card Administration	or loss. I will immediately r	notify Bank of America and then
10. I will surrender the Purchasing proxy or department head/financial management	·	
Cardholder Signature	Print Name	Date
I certify that I will monitor and review the pu Card and PLU Travel and Business Expense cardholder's use of the card if circumstances	policies. I understand it is m	
Financial Manager/Approver Signature	Print Name	 Date