



# Corporate Purchasing Card (PCard)

## Credit Card Application and Cardholder Agreement

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**Cardholder Information** - *must be a full time, part time or recurring term employee.*

Last Name

First Name

Email Address

Date of Birth (mm-dd-yyyy)

Employee ID

Department, Faculty or College Name

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**Cardholder Agreement** - *check each box below and sign page 2 to confirm you have read and agree to the Credit Card terms.*

I am an active employee of the University of Alberta.

I acknowledge that I am applying for a Corporate Purchasing Credit Card (PCard). I have read, understood and agree to adhere to all requirements established in the Corporate Purchasing Card Procedure on the UAPPOL website.

I acknowledge that this card will be issued by me to make authorized purchases of goods and services in the course of my regular duties at the University and I will not use it for personal purchases.

I shall protect the card and card number and understand that it is for my university business use only. The card is in my name and I am responsible for all charges against the card.

If the card is lost, stolen or otherwise compromised, I will immediately notify the Bank of Montreal and Compliance Services - Shared Services.

I will obtain a detailed receipt/invoice for each purchase and will reconcile all transactions in a timely manner.

I understand that my card may be suspended or cancelled if I fail to meet the conditions in the Corporate Purchasing Card Procedure, including failure to reconcile my monthly transactions in PeopleSoft My Wallet within expected timelines.

I will surrender the card immediately upon termination of employment, whether for retirement, voluntary or involuntary reasons.

I agree that if my card is open for travel expenses (Transaction Types UAB4 or BCN), that it will be used only for eligible expenses as detailed in the Travel Processes and Expense Procedure and Appendix A Schedule of Allowable Expenses (UAPPOL).



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**Credit Card Limits** - Specify the transaction limits that are appropriate for the Cardholder usage.

\$5,000 per Transaction (Default)

\$15,000 per Month (Default)

Specify Other Monthly Limit

**Transaction Types** - Select ONE option below.

UAB1 - **General Purchasing**: Card is open for general purchases, excluding restaurants

UAB2 - **General Purchasing + Catering**: Card is open for food and beverage anywhere except hotels/lodging

UAB3 - **General Purchasing + Catering + Hospitality**: Card is open for: food and beverage within hotels/lodging; conference booking; accommodations for students/visitors.

UAB4 - **General Purchasing + Catering + Hospitality + Car Rental**

BCN - **General Purchasing + Catering + Hospitality + Car Rental + Hotels**: Card is open for all purchases excluding airfare tickets, which must be purchased with a TAP # through Maritime Travel.

Approvals	Printed Name	Signature	Date
Card Applicant			
Supervisor or			
General Manager (FGM or Chief of Staff)			

The personal information requested on this form is collected under the authority of Section 33 (c) of the Alberta Freedom of Information and Protection of Privacy Act and will be protected under Part 2 of that Act. Your name, email, department and date of birth information will be disclosed to the Bank of Montreal for the purpose of applying for a University of Alberta Purchasing Card. Direct any questions about this collection to Shared Services.

Save As PDF and Visit the [Staff Service Centre](#) to submit to Compliance Services.