

### 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 - *update*

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)

Specify Other Monthly Limit

\$15,000 per Month (Default)

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### 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.



# Corporate Purchasing Card (PCard)

## Update to Current Credit Cards

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### Approvals

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

*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.**