



## Cardholder Application Form

Protection of Privacy - 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, this will be used for the purpose of applying for a University of Alberta Purchasing Card. Direct any questions about this collection to: PCard Administrator, Supply Management Services, 3rd Floor MMB or phone 780-492-7366

### 1 Pcard Administration

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Name of the corporation - Maximum 22 characters

7	8	0
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Area code

4	9	2	-	7	3	6	6
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Telephone Number

B	R	I	A	N	N	E	M	A	C	N	E	I	L									
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### 2 Cardholder Information

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Last Name

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First Name

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E-mail

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Office Phone

\* DATE OF BIRTH - dd-mm-yyyy

D	D	M	M	Y	Y	Y	Y		

\* DEPARTMENT NAME

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### 3 PCard Limits - Completed by Supervisor

Departments are required to specify the transaction limits that are appropriate for the Cardholder usage

DEFAULT SPEED CODE & ACCOUNT

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\* Specify Transaction Limit 

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 (Maximum \$5,000.00)

\* Specify Monthly Limit 

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 (Maximum \$15,000.00)

CHECK BOX IF AUTHORIZING:

ALBERTA 1 - CATERING  
Food and Beverage expenses are permitted anywhere except hotels/lodging

ALBERTA 2 - HOSPITALITY  
Food and beverage within hotels/lodging, conference booking, accommodation for visiting speakers

### 4 Authorization

\* EMPLOYEE

Signature _____	Printed Name _____	Date _____
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\* BUDGET OWNER

Signature _____	Printed Name _____	Date _____
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\* DIRECT SUPERVISOR

Signature _____	Printed Name _____	Date _____
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\* SITE COORDINATOR

Signature _____	Printed Name _____	Date _____
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