

# Morgan Community College Procurement Card Application

## Cardholder Information

\*Card Holder Name: \_\_\_\_\_  
Last First M.I.

\*Employee S#: \_\_\_\_\_ BANNER User ID \_\_\_\_\_  
(obtain from HR if unknown) (if you do not have one mark "New")

\*Email: \_\_\_\_\_ \*Bus Phone No: \_\_\_\_\_

Default Org Code: \_\_\_\_\_ Mother's Maiden Name: \_\_\_\_\_

I, the cardholder, represent and warrant that all information on this application is true and correct, and my use of the card to be sent to me shall constitute my agreement with the terms, conditions and procedures contained in the US Bank Commercial Card Cardholder Account Agreement and the MCC Procurement Card Manual that will accompany the card.

\_\_\_\_\_  
*Cardholder Signature* Date: \_\_\_\_\_

## Supervisor/Approving Official Information

Supervisor (Print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approving Official  
(if not your Supervisor): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## *For Business/Purchasing Office use*

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

PCard Administrator

\*MCC Templates: \_\_\_\_\_

\*Amount Per Transaction Limit: \_\_\_\_\_ \*Amount Per Cycle Limit: \_\_\_\_\_

*Processed US Bank*  Date \_\_\_\_\_

*Processed FTMCARD*  Date \_\_\_\_\_