

Personal Information

		Date of Birth:	
Last Name(Embossed on Card)	First Name(Embossed on Card)	MM/DD/YYYY	
Phone: (240)567-	Email:	@montgomerycollege.edu	
MC ID#:	*Use this number to replace the SSN for all contact with M&T Bank Replacing the "M" with a zero		

Employment Status:	Permanent Full-Time	Permanent Part-Time
Department:		
Job Title:		
Office Address:		

COST CENTER MANAGER AUTHORIZATION AND ACKNOWLEDGEMENT. RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:

Monthly Credit Limit:\$5,000	Single Transaction Limit:\$4,999
<ul style="list-style-type: none"> Pre-authorization of all expenditures, ensuring that they do not exceed budget limits Reviewing all transactions for appropriateness and allocation accuracy Electronic report approval in Workday no later than the 10th day of every month Adhering to Purchasing Card Policies and Procedures 	
Will these be grant-funded purchases?	Yes No
Will these be foundation-funded purchases?	Yes No

UNLESS PRIOR APPROVAL IS GRANTED BY PROCUREMENT, P-CARDS CANNOT BE USED FOR GRANT-FUNDED PURCHASES

Name of Cost Center Manager	Signature of Cost Center Manager
Job Title:	Cost Center Number:

SUPERVISOR AUTHORIZATION AND ACKNOWLEDGEMENT. RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:

<ul style="list-style-type: none"> Reviewing all transactions to ensure that they are appropriate and within guidelines Review of all required P-card documents ,verifying adequate record maintenance Adhering to and enforcing Purchasing Card Policies and Procedures Informing Procurement of any account changes and improper card use 	
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PRIMARY PURCHASES THAT WILL BE MADE WITH PURCHASING CARD

Name of Supervisor	Signature of Supervisor
Job Title:	

CARDHOLDER ACKNOWLEDGEMENT. RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:

<ul style="list-style-type: none"> Adhering to Purchasing Card Polices and Procedures Obtaining approval prior to making purchases for College-related business Maintaining card security, resolving disputes with suppliers, reporting fraudulent activity Verifying all card transactions and retaining receipts of purchases and supporting documentation in Workday 	
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Employee Signature	Date

Procurement Office Approval

Plan Administrator (Director of Procurement)	Date

(Procurement Office Use)	Done(Initials)	Date
Submit Information to M&T Bank, Dist List		
Training completed by Cardholder		
Card Received by Cardholder-Signature		