

CARD INFORMATION

Applicant's Name:	
Date of Birth	
Department Name:	
Department Address:	
Department Phone Number:	
Applicant's E-Mail Address:	
Default University Account Number (Fund /Organization/Account)	
Single Transaction Limit:	\$ 1,000.00
Monthly Spending Limit:	\$15,000.00
Applicant's Name: (as it should be printed on the P-Card)	
PaymentNet Password:	CSU
PaymentNet User ID: (first initial of the first name and the full last name)	

SECURITY PASSWORDS

Both of these passwords are required for JPMorgan Chase Customer Service

999-99-	
Security I.D. Number (Last 4 digits of your SSN)	Security Password (Maximum of 10 alpha characters)

APPROVAL SIGNATURES

Applicant Signature & Date

Applicant Name (Printed)

Fiscal Officer Signature & Date

Fiscal Officer Name (Printed)

Applicant's Name: _____

PAYMENTNET INFORMATION

Cardholder Access Level (Please Check One):

- 0 – Cardholder access (Cardholder views only his or her transactions)
- 1 – Manager access (Employee views all Cardholders' transactions within their department)
- 2 – Division access (Employee views all Cardholders' transactions within their department and all departments beneath their department)

Type of P-Card (Please Check One):

- Purchasing Travel Both Purchasing & Travel

APPROVING OFFICIAL INFORMATION

The individual(s) listed below will have the ability to APPROVE/CHANGE account information for this Cardholder's transactions in PaymentNet.

PLEASE NOTE: A Cardholder cannot be his or her own Approving Official

	LAST NAME	FIRST NAME	PAYMENTNET USER ID	E-MAIL ADDRESS
Primary Approving Official				
Secondary Approving Official				

The Cardholder and the Primary Approving Official are required to attend Purchasing Card Training.

NOTE: Request for exceptions to P-Card policies, including exceptions to the maximum limits itemized above, should be submitted in writing and approved by the department head, to the Assistant Director of Accounting. The request should include the nature of the exception and the reason why the exception is being requested. The Assistant Director of Accounting will route the request through the appropriate channels; including the Director of Purchases for review.