Cardholder Application

Cardholder Type [   ]

To request a university purchasing card (VISA card), please provide the following information.

Cardholder name [   ]   Email address [   ]

Cardholder position [   ]   Ext # [   ]   CMB [   ]

Department [   ]   UPS ID of Cardholder [   ]

Credit limit desired $ [   ]   Declining Balance ? ☐   Number of months declining balance card should be open [   ]

Person assigned to approve charges [   ]   SpeedCharts against which charges may be made

Backup Approver (required) [   ]

Reconciler (optional) [   ]

☐ **I have reviewed the cardholder agreement and am prepared to sign it upon receiving my purchasing card.**

Applicant Signature _____   Date_____

Dept Head (required) (Print and Sign Name)_____/_____   Date_____

Budget Mgr (Print and Sign Name)_____/_____ Index_____   Date_____
(for SpeedCharts not under Department Head)

Cabinet Member (required) (Print and Sign Name)_____/_____   Date_____
(or AVP in Finance & Administration or Associate Dean in Academic Division)

AVP for Finance (or backup) Approval_____   Date_____

FAQs

When will my card arrive?
Within two weeks.
How do I reconcile my statement?
When your card arrives, you will receive training on how to use the Wells Fargo Commercial Card Expense Reporting (CCER) web-based system to reconcile your statement.
When do I reconcile my statement?
Statement reconciliations must be completed within the first seven days of the month. During the month, you can access transactions online through CCER to expense code them at any time.
Who are the P-card administrators?
Jan Bartolatz at x3224, Wendy Vu at 2732, and Angela Markos at x3934.
What if I have questions about how to expense code a transaction, what documentation is needed, or how to describe it?
Please email finance@pugetsound.edu.
How do I submit for reimbursement for out-of-pocket expenses?
The same web-based system (CCER) that is used to reconcile your statement can be used to submit for out-of-pocket expenses. Reimbursements will be made to your bank account within the first two weeks of the month.
Can I get a cash advance using my purchasing card?
Cash advances on purchasing cards are expensive. Cards are blocked from accessing cash advances.
What if my card is lost or stolen?
Immediately call Wells Fargo Bank at 800-932-0036 and one of the P-Card administrators. If it's after hours, leave a message. Your card will be suspended and a new card issued.
What if a transaction is denied?
Call a P-card administrator. During work hours, they are able to identify why the charge was denied and help get your transaction executed immediately. After hours please email finance@pugetsound.edu.
For use by Finance PeopleSoft ck: Budget Mgr authority confirmed?_____ All disb authority indexes listed on app?_____

Date Ordered_____ by_____ User ID assigned_____ Cross Validation Table updated?_____