The Purchasing Card - S & E and Travel is intended for best judgement purchases, including travel related purchases, (up to $5,000). Purchases made with this card must comply with the Department of Administration and UW System procurement policies and procedures. Travel-related purchases made with this card must comply with State and UW System travel regulations.

The Purchasing Card - S & E and Travel MAY NOT be used for individual meals, cash advances (ATM machines), cash equivalents (gift cards, certificates, etc.), or to purchase non-business personal items and services.

If the card becomes lost or stolen, the cardholder must IMMEDIATELY NOTIFY US Bank Cardholder Customer Service at (800) 344-5696 and the campus Purchasing Card Program Administrator.

When a cardholder terminates employment or transfers to another department/campus, the cardholder agrees to surrender the purchasing card or, the sponsor department shall reclaim the Purchasing Card - S & E and Travel and return it to the campus Purchasing Card Program Administrator.

Non-adherence to any of the above procedures may result in revocation of individual cardholder privileges, potential discipline, and may result in revocation of all sponsor department and/or campus Purchasing Cards.

I understand that this Purchasing Card - S & E and Travel is issued pursuant to a Master Agreement between the State of Wisconsin and US Bank, and accordingly, a University representative has the authority to access transactions posted to my Purchasing Card - S & E and Travel and/or obtain support documents directly from a vendor.

I understand that the Purchasing Card - S & E and Travel is issued to me and I may not authorize any other user. As an applicant/cardholder of a University of Wisconsin System Purchasing Card - S & E and Travel, I understand the responsibility for the protection and proper use of this card as detailed above and in the guidelines outlined in the University of Wisconsin System Purchasing Card Policy and Procedure Manual and UW Travel Regulations

Employee Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_

Supervisor/Budget Approver \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Printed Name)

Supervisor/Budget Approval\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_

(Signature)

PCard Admin Approval\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_

**Complete all fields except two hierarchy columns:**

**Cardholder Name**

**(Last name, First name, Middle initial) Date of Birth Employee ID Email Address**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |

**Campus Address City State Postal Phone**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |

**Institution Business Unit Department ID Department Name**

|  |  |  |  |
| --- | --- | --- | --- |
| **UW-Green Bay** | **D** |  |  |

Processing Hierarchy

**Bank Agent Company Division Department**

|  |
| --- |
| **1425** |
| **0040** |
| **31359** |
|  |
|  |
|  |
|  |

**Change to Division**

**Change to Department**

Reporting Hierarchy

**Bank Level 1**

|  |
| --- |
| **1425** |
|  |
|  |
|  |
|  |
|  |
|  |
|  |

**Level 2**

**Level 3**

**Level 4**

**Level 5**

**Level 6**

**Level 7**

Default Funding

**Account**

|  |
| --- |
| **3100** |
|  |
|  |
|  |
|  |

**Fund Department ID**

**Program Project**

**Organization Name for special embossing**

**Campus Purchase Limit**

**\*\*Please note: Single purchase limit requests over $5000 must be approved by the campus Program Administrator and also the State of Wisconsin Enterprise Cards Program Manager.**

**Single Purchase Limit**

**Business purpose for Request**

**Notes:**