Gettysburg COLLEGE

New Account Information: Name as you wish it to appear on card

(25 Character Limit)

SS# (last 4 digits only)*   Phone

xxx-xx- [   ] * *Necessary for card activation and call in verification ONLY*

Email Address   Department

Purpose for the account

Type I - General Purchasing Card*
- ☐ Low Limit Option: Fixed single transaction limit of $1000 and monthly limit of $5000
- ☐ High Limit Option: Fixed single transaction limit of $5000 and monthly limit of $15000

Type II - Travel Card
- ☐ Fixed single transaction limit of $2000 and monthly limit of $10000

Type III - Special Purpose Card
- ☐ Declining balance amount $ [   ]   Start date: [   ]
                                                                     End date: [   ]

Type IV Department Card
- ☐ Fixed single transaction of $1000 and monthly limit of $3000   Account Name: [   ]

Type V Vendor Specific Card*
- ☐ Name of supplier: [   ]   Single transaction limit: [   ]
                                                    Monthly limit: [   ]

Provide the GL segments to which all charges will default unless reallocated:

Fund [   ]   Dept [   ]   Program [   ]   Prj/Grt [   ]

Name of Account Delegate, if any: [   ]

Applicant and Delegate agree to all terms and conditions of College credit card use as defined in the College's Expense Policy and Pcard Usage and Policy

Issuance of a General Purchasing Card or a Vendor Specific Card activates departmental procurement authority for the budget identified above in the lesser of the single transaction limit for the General Purchasing Card option or $15,000

Delegate:

[   ]

Signature   Date

Applicant:

[   ]

Signature   Date

Department or Division Head:

[   ]

Signature   Date

Receipt of your application will be acknowledge via email. Allow 7-10 days for delivery of card. Another message will be sent when your new card arrives and is ready for pick up in Financial Services' office.