

Finance Office  
 237 High Street  
 North College, 4<sup>th</sup> Floor  
 Middletown, CT 06459-0241



## PURCHASING CARD APPLICATION

- New Card**
- Change to existing card**

<b>Applicant's Name</b>	
<b>Applicant's WesID</b>	
<b>Applicant's Date of Birth</b> For security purposes.	
<b>Application Date</b>	
<b>Campus Phone Ext.</b>	
<b>Email Address</b>	
<b>Department Name</b>	
<b>Department Address</b>	
<b>Default SmartKey</b> Where most expenses will be charged.	
<b>Single Purchase Spending Limit</b> (\$1,000 is default)	<input type="checkbox"/> Other \$ _____
<b>Monthly Spending Limit</b> (\$2,500 is default)	<input type="checkbox"/> Other \$ _____
<b>Cash Advance</b> (\$500 maximum limit)	Yes/No (circle one)    Amount \$ _____
<b>Applicant's Signature</b>	
<b>Applicant's Supervisor</b> (Print)	
<b>Supervisor's Signature</b>	
<b>Cabinet Member/Fiscal Manager</b> (Print)	
<b>Cabinet/Fiscal Manager Signature</b>	
<b>Cabinet/FM Date of Approval</b>	

Submit completed application to Tami Sabo/Finance Office/North College. Application processing time is 7-10 business days from receipt of completed application. Applicant will be notified when the card arrives at the Finance Office.

Applicants are required to read the University's P Card Policies and Procedures prior to receipt of the card <http://www.wesleyan.edu/finance/financeDept/pcard/pcardpolandproc.htm>.

Contact Tami Sabo, Program Administrator, with questions regarding the PCard Program, at x2958 or [pcard@wesleyan.edu](mailto:pcard@wesleyan.edu).