



ACQUISITION CARD
CARDHOLDER ACCOUNT FORM

This form must be typed or it will be returned to the cardholder.

NEW CHANGE DELETE Corporation # 1280
(FOR CHANGE OR DELETE ONLY) CARDHOLDER ACCOUNT #

CARDHOLDER INFORMATION (ALL FIELDS REQUIRED)

Form section for Cardholder Information including fields for Name, ID Number, Birth Date, Department Name, Mother's Maiden Name, eID Log Name, Address, Work Phone, City, State, ZIP Code, Email Address, and Department #.

APPROVER SECTION (ALL FIELDS REQUIRED)

Form section for Approver Information including fields for Default Account #, Cycle Spending Limits, Single Purchase, Authorizations per Day, Transactions per Cycle, Reallocation questions, Approver Name, Approver Email Address, and Approver Signature/Date.

PLEASE SUBMIT FORM TO PURCHASING, 6010 CAMPUS DELIVERY

PURCHASING USE ONLY

Form section for Purchasing Use Only including fields for MCCG, Hierarchy Level, L6 Name, L6 Number, Purchasing Authorization, Signature, Date, and Default Approved/Ordered/Received/Ch Emailed/Ch Data Entry/Access/Procard/Tr Date.