



Finance & Administration Division, Controller's Office
PNC Bank Procurement Card Application

Department Card Individual Card International Transactions Yes No

First Last

Cardholder UID Name of Designated Cardholder

Lomb Memorial Drive, Rochester, NY 14623 RIT Mailing Address

RIT email address RIT phone extension

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Default General Ledger account # for Active Pay 00000

Default General Ledger account # for Active Pay

*SPA approval needed below for grant project accounts

Request for:

- New Card Replacement Card Cancel Card #

Card Limits Requested:

- Single Transaction Limit Monthly Card Limit

ActivePay Reporting System:

- I will manage account transactions online with my DCE account # Transactions will be managed online by the Designated Cardholder with DCE account #

Justification:

Identify business need, including anticipated frequency of use & average transaction amount, and expected number of people to use the card.

Justification text area

Authorization and Approval:

Goods and services purchased with the procurement card will be for RIT business purposes only, consistent with my RIT organizational responsibilities.

Employee Signature Date

Supervisor Signature Date

Signature of Signatory Authority Date

Application Approval:

Approved by Date

SPA Reviewed by Date

- Approved Declined