

Section 1: Applicant Information			
Workday ID		Name	
Phone #		Dept.	
Email Address		Supervisor	

Section 2: Card Details (If Requesting A New PCard)	
Program Access:	<input type="checkbox"/> Travel Card (10K Monthly Limit) <input type="checkbox"/> Standard Card (5K Monthly Limit)

OR

Section 3: Change Card Program (If Requesting A Change To PCard)	
Current program type:	<input type="checkbox"/> Travel Card (10K Monthly Limit) <input type="checkbox"/> Standard Card (5K Monthly Limit)
New program type:	<input type="checkbox"/> Travel Card (10K Monthly Limit) <input type="checkbox"/> Standard Card (5K Monthly Limit)
Reason for change:	

Change department to:	
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Section 4: Approvals			
<i>By submitting this application, I agree to comply with all Emerson College Policies and Procedures for Procurement Cards, including timely submission of reconciliations via Workday. Misuse of the Procurement Card and/or a failure to reconcile transactions in a timely fashion will result in card termination, as well as further disciplinary action.</i>			
Applicant			
Supervisor/Manager		Dept.	
Cost Center Approver		Dept.	

Note

- If you are requesting a new PCard, please fill out **Sections 1, 2, & 4**
- If you are making a change to an existing PCard, please fill out **Sections 1, 3, & 4**
- If you want to cancel an active PCard, please email purchasing@emerson.edu

