ROCHESTER INSTITUTE OF TECHNOLOGY
JP MORGAN CHASE PROCUREMENT CARD APPLICATION

** Attach a memo to the completed application providing information about the anticipated frequency of use and average transaction amount, and the business need. Purchasing will review your application and notify you if the card is approved or not approved.

A. Cardholder Account Information ☐ **Individual** ☐ **Department Card**

(Name on card appears as First, Middle, Last with a maximum of 25 characters)

First Name | Middle Initial | Last Name

College or Department (Individual Card) Responsible Person (Department Card)

Lomb Memorial Drive **Rochester** **NY** **14623**

Enter RIT Mailing Address

RIT Telephone Number | Fax Number | E-Mail Address

. . . . . 00000 / /

RIT 24-digit general ledger account number* | End Date (if a grant or contract)

***all card transactions will be charged to this account number**

B. ☐ **New Card** ☐ **Replacement Card** ☐ **Cancel Card Number** _____

C. Paymentnet Internet Reporting System

1. Will you require access to the Paymentnet internet based reporting system to view transactions and to make account number changes? Yes: _____ No: _____
2. If you answered "Yes", please provide your RIT DCE account number: _____
3. If you answered "No", provide the name of the person in your department who will be reviewing your transactions on-line: _____ E-Mail Address: _____

D. Card Limits Requested

1. Indicate per transaction amount: _____ (can not exceed $1,499.99)
2. Indicate monthly limit requested: _____ ($2,500 suggested limit)

E. Authorized Signatures (must be one level of management above cardholder)

1. **Approving Supervisor** (Individual who will approve cardholder's monthly statement)

Name | Title | College/Department

Signature | Date

2. **Budget Authority, if different from above (Dean, Director, Department Head, VP)**

Name | Title | College/Department

Signature | Date

3. **Purchasing Approval**

Name | Date | Approved | Declined

Return application form to Purchasing, Bldg 99. Call extension 5-4491 with questions. **Justification must accompany application.

Rev: August 2007