INSTRUCTIONS - Under the section titled "CARDHOLDER INFORMATION" a spending level must be designated and a desired default Banner Fund number entered. Print the cardholder's legal (given) name, date of birth, campus box and e-mail address. Finance Training class PUR 202 is required for all new Purchasing Card applicants prior to receipt of p-card.

UNC WILMINGTON PURCHASING CARD APPLICATION

CARDHOLDER MUST HAVE PERMANENT UNCW EMPLOYEE STATUS

CARDHOLDER INFORMATION:

UNCW SPENDING STRATEGY DESIRED: ____Teal-1 ____Teal-2 ___Teal-3 ___Teal-4___Teal-5

(Designate One ~ See below for spending levels)

Desired Default Fund: **Fund**_____(6 digits and only one fund)

CARDHOLDER NAME: _____

Full given name (NO nicknames)

CARDHOLDER TITLE: _____

CARDHOLDER'S CAMPUS MAILINGADDRESS: _____

College/School/Division:_____

Department:_____

Campus Box: _____

City and Zip: _____

Email Address: _____

Is cardholder a permanent UNCW employee YES_____NO

Will cardholder be group reconciler YES_____NO

Will cardholder be group approver YES____NO____

_____

Signature of Cardholder

_____

Signature of Approver (or Alternate Approver if Cardholder is the Budget Authority)

_____

Printed Name and Title of Budget Authority/Approver

Email application to: pcard@uncw.edu

For questions, call the Purchasing Card Team at 910-962-3158 or see our website at www.uncw.edu/Purchasing/purchasingcard

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PURCHASING USE ONLY:

_____ _____

Group Assigned Signature & DateCompleted

Purchasing Card Spending Levels

There are an unlimited number of transactions up to the daily and/or monthly dollar limits.

	TEAL - 1	TEAL - 2	TEAL - 3	TEAL - 4	TEAL-5
Monthly Transaction Limit	$5,000	$10,000	$15,000	$20,000	$25,000
Single Transaction Limit	$2,500	$2,500	$2,500	$2,500	$2,500