

## Application for the NYS JP Morgan Chase Visa Procurement Card

### Cardholder Information

New Cardholder: \_\_\_\_\_ Current Cardholder in New Position on Campus: \_\_\_\_\_

Full Name: \_\_\_\_\_  
*Last* \_\_\_\_\_ *First* \_\_\_\_\_ *M.I.* \_\_\_\_\_

Department: \_\_\_\_\_  
*Department Name* \_\_\_\_\_ *Building and Room #* \_\_\_\_\_

Campus Title: \_\_\_\_\_ Department Account Number \_\_\_\_\_  
*(set as a default)*

Email: \_\_\_\_\_ Office Phone: \_\_\_\_\_

Per Transaction Limit: \_\_\_\_\_ Monthly Limit: \_\_\_\_\_  
*Minimum \$500* *Minimum \$1000*

\_\_\_\_\_  
*Signature* \_\_\_\_\_ *Date* \_\_\_\_\_

### Department Manager (Chair, Dean or VP)

Name: \_\_\_\_\_ Title: \_\_\_\_\_

\_\_\_\_\_  
*Signature* \_\_\_\_\_ *Date* \_\_\_\_\_

Return this completed form to: **Danielle Lewis, Procurement Card Administrator**  
**Purchasing & Accounts Payable Office**  
**Miller Building, Room 310**

### Business Office Use Only

Budget Office: \_\_\_\_\_ Date Issued \_\_\_\_\_

Certification Training \_\_\_\_\_ LCN \_\_\_\_\_ SUNY ID \_\_\_\_\_