INSTRUCTIONS FOR COMPLETING
THE UNIVERSITY OF KENTUCKY PROCUREMENT CARD APPLICATION

INSTRUCTIONS

For timely and efficient processing each PROCUREMENT CARD APPLICATION must be completed in its entirety and properly approved as defined below. Documents that are incomplete, lack proper description or are not properly documented will be returned to the originating department.

Field Name                                    Instructions

Type of Procurement Card Requested            Select the type of card being requested. Standard, Enhanced, Declining Balance, Student Payments, Open. For definition of the different card types please see BPM E-7-16

* A Procard Supplement Form is required when applying for an Enhanced Card, Declining Balance Card, Student Payment Card and Open Card.

Employee Information

Card Applicant’s SAP Person ID

First Name                                   Enter the employee’s first name.

Middle Initial                               Enter the employee’s middle initial.

Last Name                                    Enter the employee’s last name.

Business Street Address                      Enter the department name where the cardholder/employee works.

Address 2                                    Enter the Room and Building of the address.

Business Phone Number                       Enter the area code and phone number of the cardholder/employee

City/State                                   Enter the City and State of the cardholder/employee.

Zip Code/Speed Sort                          Enter the Zip Code and Speed Sort (where applicable).

Cardholder’s Email Address                  Enter the card applicant’s email address.
Date of Birth
Enter the card applicant’s date of birth.

Social Security Number
Leave Blank

Cardholder’s Dept. Number
Enter the card applicant’s department number.

**Card Detail**

Card Editor (s): (SAP User ID)
The SAP user ID of the Procard Editor for the card applicant. You may have up to three editors per card.

Monthly Credit
Spending limit for one month’s billing cycle. Our Billing cycle ends on the 6th and limits reset the next business day.

Primary Cost Object
The default cost object (cost center, internal order, or WBS Element) for the card.

Secondary Cost Object
The secondary cost object if funds are not available on Primary cost object.

Second Line of Embossing (Dept. Name)
The second line on the credit card for text. (Generally this is the Department Name of the card applicant and is limited to 21 characters)

Single Transaction Limit
Defaulted to $5,000 for all cards

MCC Group
Leave Blank (Accounts Payable Use)

Hierarch Level
Leave Blank (Accounts Payable Use)

Hierarchy ID
Leave Blank (Accounts Payable Use)

**Approval Signatures**

Signature of Applicant/Date
Signature of card applicant and date of signature.

Procurement Card Administrator/Date
Leave Blank (Accounts Payable Use)

Approving Supervisor Name (Please Print)
Type name of the card applicant’s supervisor.

Approving Supervisor Email
Email address of the card applicant’s supervisor.
<table>
<thead>
<tr>
<th><strong>Approving Supervisor</strong></th>
<th>Signature of the card applicant’s supervisor and date of signature.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Signature/Date</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Approving Dean/Admin</strong></td>
<td>Type name of the card applicant’s Dean/Administrative Officer.</td>
</tr>
<tr>
<td><strong>Officer Name (Please Print)</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Approving Dean/Admin</strong></td>
<td>Email address of the card applicant’s Dean/Administrative Officer.</td>
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</tbody>
</table>

**Open Card Approvals Only President/Provost/EVPHA/EVPFA**

<table>
<thead>
<tr>
<th><strong>Approving President/Provost/EVPHA or EVPFA</strong></th>
<th>Provost/EVPHA or President’s signature only required when applying for an open card.</th>
</tr>
</thead>
</table>

The completed procurement card application must be mailed to:

Procurement Card Administrator  
Accounts Payable  
331 Peterson Service Bldg.  
Lexington, KY 40506-0005

Or emailed to:

[Procard@email.uky.edu](mailto:Procard@email.uky.edu)