



I, (PRINT NAME) _____, **hereby request a change** to my University Procurement Card. As a cardholder I continue to agree to comply with the University's terms and conditions regarding my use of the card as agreed to in my original application on file in the Procurement Office.

1. The original card application is on file in the Procurement Office with the following Credit Level Code:

_____ P-Card Credit Level Code
 _____ Travel Card Credit Level Code

2. This application is for new a Procurement or Travel Card with the following Credit Level Code:

_____ P-Card Credit Level Code
 _____ Travel Card Credit Level Code

3. Reason change is being requested:

_____ Change in job responsibilities
 _____ Change in job location: (new location listed below)

Department	Building and Room	Cost Center
------------	-------------------	-------------

ALL INFORMATION IS REQUIRED. INCOMPLETE FORM WILL BE RETURNED TO APPLICANT

CARDHOLDER INFORMATION:		
	XXX-XX-	/
Applicant's Name (PRINT):	Applicant's Signature:	Last four of SS# / KU Personnel #
CARDHOLDER CONTACT INFORMATION:		
Department Address (Building and Room): _____		
Complete Business Phone: _____	Complete Business Fax: _____	
E-mail Address: _____		
CARDHOLDER APPLICATION AUTHORIZATIONS/APPROVALS:		
Department Chairperson's Name (PRINT):	Department Chairperson's Signature:	Date:
Dean/Director's Name (PRINT):	Dean/Director's Signature:	Date:
Vice President's Name (PRINT):	Vice President's Signature:	Date:
PURCHASING CARD ADMINISTRATOR:		
Purchasing Card Administrator Signature: _____	Date: _____	

Credit Level Codes and Descriptions

<u>Credit Level Code</u>	<u>Card Type</u>	<u>Description</u>	<u>Single Transaction</u>	<u>Single Transaction</u>	<u>Monthly Limit</u>
			<u>Limit for KU</u>	<u>Limit for ESU</u>	
SSPC01	PCARD	General Retail Category	\$1,000	\$1,000	\$1,000
SSPC02	PCARD	General Retail Category	\$1,000	\$1,000	\$3,000
SSPC03	PCARD	General Retail Category	\$3,000	\$1,500	\$3,000
SSPC04	PCARD	General Retail Category	\$1,000	\$1,000	\$5,000
SSPC05	PCARD	General Retail Category	\$3,000	\$1,500	\$5,000
SSPC06	PCARD	General Retail Category	\$5,000	\$1,500	\$5,000
SSPC07	PCARD	General Retail Category	\$5,000	\$1,500	\$10,000
SSPC08	PCARD	General Retail Category	\$10,000	\$1,500	\$10,000
SSPC09	PCARD	General Retail Category	\$20,000	\$1,500	\$20,000
SSPC10	PCARD	General Retail Category	\$30,000	\$1,500	\$30,000
SSPC11	PCARD	General Retail Category	\$40,000	\$1,500	\$40,000
SSPC12	PCARD	General Retail Category	\$50,000	\$1,500	\$50,000
SSTC13	TRAVEL CARD	Travel Related Category	N/A	\$2,000	\$2,000
SSTC14	TRAVEL CARD	Travel Related Category	N/A	\$2,000	\$3,000
SSTC15	TRAVEL CARD	Travel Related Category	N/A	\$3,000	\$3,000
SSTC16	TRAVEL CARD	Travel Related Category	N/A	\$2,000	\$5,000
SSTC17	TRAVEL CARD	Travel Related Category	N/A	\$5,000	\$5,000
SSTC18	TRAVEL CARD	Travel Related Category	N/A	\$10,000	\$10,000
SSTC19	TRAVEL CARD	Travel Related Category	N/A	\$20,000	\$20,000