



Contracts, Purchasing, and Risk Management

NORTHERN ARIZONA UNIVERSITY
Contracts, Purchasing, and Risk Management
PURCHASING CARD ACCOUNT APPLICATION

928-523-4557

RETURN TO:
PO Box 4124
PCard@nau.edu

Revised: 02/22/2022

Reconciler (Cardholder) Information

Name: Employee ID: NAU Phone Number:
University Box or Statewide Address:
City: State: Zip:
E-mail Address:
Default Speedchart: Program Code:
Home address:
City: State: Zip:
Date of Birth (mm/dd/yyyy): Country of Citizenship:

Maximum Limits: Designate appropriate limits for this cardholder up to maximum allowable, taking into consideration multiple Speedcharts associated with one card.

Transaction Limits

Daily number of Transactions:
(max 25)

Spending Limits

Single Purchase Limit: Daily Limit: Monthly Limit:
(max \$5000.00) (max \$50,000.00) (max \$250,000.00)

Authorization

Purchasing Card Applicant:

Name: User ID: Signature: Date:
(Not EmpID)

Department Manager

Name: Signature: Date:

Department Name:

Contracts, Purchasing, and Risk Management Approver

Name: Signature: Date:

Contracts, Purchasing, and Risk Management Internal Use Only

PCard Account Number: 4715 63 Expiration Date:
FERPA: BB Enroll: Card Ordered:
PS Log In: BB Pass: E-mailed: