



# PURCHASING CARD GROUP

## DEPARTMENT CARD APPLICATION

USE THIS FORM FOR DEPARTMENT PETTY CASH CARDS ONLY – DO NOT USE FOR INDIVIDUAL CARDHOLDER!!!

Purchasing Card Group  
801-240-3075

50 East North Temple, 15<sup>th</sup> Floor

Salt Lake City, UT 84150-3616

### CUSTODIAN INFORMATION

First Name	Middle Initial	Last Name
Business Address		E-Mail Address
City	State	Zip
( ) Business Phone		

### DEPARTMENT INFORMATION

Welfare Services \_\_\_\_\_  
Department Name

50 East North Temple Rm 701 \_\_\_\_\_  
Department Address

\_Salt Lake City\_\_\_\_\_ UT \_\_\_\_\_ 84150-6800  
City State Zip

\$2000 \_\_\_\_\_ \$700 \_\_\_\_\_  
Monthly Credit Limit Single Transaction Limit

\_\_\_\_\_  
Hierarchy

\_\_\_\_\_  
Second Line of Embossing

### CUSTODIAN ACCESS / APPROVAL SIGNATURES

\_\_\_\_\_  
Signature of Custodian / Date

\_\_\_\_\_  
Signature of Manager / Date

\_\_\_\_\_  
Signature of Department Controller / Date

Applicant's Manager Must Enter the Coding Below:

<b>W3001</b> Business Unit (BU)	Dept ID	<b>5200</b> Default Account Code	Product ID	Project ID
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