



Eastern Illinois University  
 Department of Procurement,  
 Disbursements & Contract Services  
 1135 Old Main  
 600 Lincoln Avenue  
 Charleston, IL 61920

## PURCHASING CARD APPLICATION

### CARD INFORMATION

<b>Applicant's Name:</b>	
<b>Department Name:</b>	
<b>Department Address:</b>	
<b>Department Phone Number:</b>	
<b>Applicant's E-Mail Address:</b>	
<b>Default Banner Organization Number:</b>	
<b>Single Transaction Limit:</b>	<b>\$2,500.00</b>
<b>Monthly Spending Limit:</b>	<b>\$15,000.00</b>
<b>Applicant's Name: (as it should be printed on the P-Card)</b>	
<b>PaymentNet Password:</b>	<b>EIU</b>
<b>PaymentNet User ID: (To be assigned by Department of Procurement, Disbursements &amp; Contract Services)</b>	

### SECURITY PASSWORDS

Both of these passwords are required for JPMorgan Chase Customer Service

<b>000-00-____</b>	
<b>Last four (4) digits of your Social Security Number</b>	<b>Mother's Maiden Name</b>

### APPROVAL SIGNATURES

\_\_\_\_\_  
**Applicant Signature & Date**

\_\_\_\_\_  
**Applicant Name (Printed)**

\_\_\_\_\_  
**Account Manager Signature & Date**

\_\_\_\_\_  
**Account Manager Name (Printed)**

Applicant's Name: \_\_\_\_\_

**PAYMENTNET INFORMATION**

**Cardholder Access Level (Please Check One):**

- 0 – Cardholder access (Cardholder views only his or her transactions)
  
- 1 – Manager access (Employee views all Cardholders' transactions within their department)
  
- 2 – Division access (Employee views all Cardholders' transactions within their department and all departments beneath their department)

**APPROVING OFFICIAL INFORMATION**

The individual(s) listed below will have the ability to APPROVE/CHANGE account information for this Cardholder's transactions in PaymentNet.

**PLEASE NOTE: A Cardholder cannot be his or her own Approving Official**

	<b>LAST NAME</b>	<b>FIRST NAME</b>	<b>PAYMENTNET USER ID</b>	<b>E-MAIL ADDRESS</b>
<b>Primary Approving Official</b>				
<b>Secondary Approving Official</b>				

**NOTE: The Cardholder and the Primary Approving Official are required to attend Purchasing Card Training.**

