THE UNIVERSITY OF HOUSTON
CARDHOLDER APPLICATION/APPROVAL FORM FOR

LOCAL P-CARD

Cardholder/Applicant Information

(Enter complete Employee ID, only the last four digits will be used to activate your card.)

Legal Name: _____ Employee ID: _____

College/Division: _____ Department: _____

Dept. Address: _____ City: _____

Work Phone: _____ State: _____ Zip Code (9 digit): _____

Mobile Number: _____ Work E-Mail _____

Does Applicant have Payroll Direct Deposit? _____ (If not, application will be denied.)

Card Information

Single Transaction $ Limit _____ (If not indicated, it will be set for $5,000)

Monthly $ Limit _____ (If not indicated, it will be set for $15,000)

<u>Default Cost Center (Local Fund)</u>   **BU**_____ **Fund**_____ **DeptID**_____ **Program**_____ **Project** _____*(Required)*

Note: Cardholder should sign up for Online P-Card Cardholder training at the time the application is submitted. P-Card will not be released until Cardholder successfully completes the training.

Business Contact Information

List Business Contacts responsible for Citibank transaction entries and Expense
Report Processing.

Name: _____ Empl ID:_____

Name: _____ Empl ID:_____

Name: _____ Empl ID:_____

Note: Business Contacts will not receive Expense Management (formerly GCMS) access for this card until they complete the training for the current fiscal year. Cardholders who are also the Business Contacts are <u>only</u> required to complete the Business Office training.

Approvals

Cardholder Signature: _____ Date _____

Supervisor Signature: _____ Date _____

College/Division Admin. Signature: _____ Date _____

Employees in job positions authorized to use Procurement Cards (P-Cards) are considered to be in security-sensitive positions, as defined by Texas Education Code §51.215 and Texas Government Code §411.094. P-Card applicants must complete an Authorization for Criminal History Investigation form (https://uh.edu/human-resources/talent-acquisition/chri/) Online. HR will notify the department of the result via e-mail. The HR e-mail authorizing the applicant to receive a P-Card should be forwarded by e-mail to the P-Card Program Coordinator in AP, along with this application. If the applicant previously completed this form within the past six (6) months, the previous e-mail notification from HR with the background check result for the applicant should be e-mailed to the P-Card Program Coordinator in AP, along with this application. The application is considered incomplete without this authorization stating the individual is eligible to obtain a Procurement/Travel Card and will not be processed.
E-mail the required information to the P-Card Program Coordinator, Diana Iraheta at diraheta@central.uh.edu