# PACE UNIVERSITY
## PURCHASING CARD CARDHOLDER ACCOUNT FORM

- **New**
- **Change** *(Only complete fields to be changed)*
- **Delete/Closed**  Cardholder Account #  
  
| Cardholder Name | (24 Characters) | UID #  
|-----------------|-----------------|-------|
| Name Line 2     | (24 Characters) | Date of Birth  
| Work Address Line 1 | (35 Characters) | Mother’s Maiden Name or Password:  
| Work Address Line 2 | (35 Characters) | Work Phone:  
| City            | (23 Characters) |  
| Index Code required: | (5 digits) |  

### Cardholder Approvals

- **Applicant Name**  
  (Please Print)  
  Signature:  
  Date:  

### Card Administrator Use Only

| Cardholder Controls (specified) |  
|---------------------------------|-------|
| Credit Limit (Fiscal Year)      | $1000.00 | Single Purchase Limit | $500.00 |
| Authorizations Per Day          | 5      | Transactions Per Cycle | 10      |

**MCC Group**  
(Technical Category Code Group)  
TE2  
Include or Exclude (circle one)  

### Purchasing Card Administrator Approval

- **Approved By:**  
  Purchasing Card Administrator  
  (Please Print)  
  Signature:  
  Date:  

*When completed return with Cardholder Agreement form to Purchasing & Contracts Department, Dow Hall, Briarcliff*

Revised 5/16/08