

Baylor University

PURCHASING CARD

Enrollment Application

Complete and return Enrollment Application and User Agreement to
Card Program Manager
One Bear Place #97084
or Fax 710-3465

CARD/STATEMENT INFORMATION

Name _____

Cardholder Name on the card (21 Character Limit)

Print _____ DOB (MM/DD/YYYY) _____

Baylor ID# _____

Security Identifiers - Provide when contacting JPMorgan

Access Code 1 - (last 4 digits of your Baylor ID #) _____

Access Code 2 - use 9753

Campus Address: One Bear Place # _____ Campus Ph _____

Campus Email _____

Home Address _____

Billing Information

Dept/Proj ID (default) _____ Acct Code _____

Additional Dept/Proj ID's: _____

APPROVER'S RESPONSIBILITIES:

The approver is responsible for reviewing Purchasing Card transactions on the printed Memo Statement and Baylor Transaction Detail report to verify that each purchase is in accordance with University policy, is properly coded, is within available budget funds and that proper itemized documentation exists for each purchase made using the Purchasing Card. This documentation is critical to provide audit substantiation. Approvers are also responsible for signing and dating the monthly Baylor Transaction Detail report. For additional information, policy can be reviewed at <http://www.baylor.edu/procurement/purchasing/index.php?id=45027>.

My signature below certifies that I have read and agree to the responsibilities described above.

Approver's Name (Print) _____

Email Address _____

Dept Name _____ Dept ID _____

Signature _____ Date _____

FOR OFFICE USE ONLY

Cardholder HR _____ Status _____ Confirm _____

Approver New _____ Email _____ Canvas _____ Completion Email _____ Y/N on CC _____ Outlook _____ P-Drive _____ Add COA _____