APPSTATE PROCUREMENT CARD APPLICATION

COMPLETE FORM AND MAIL TO THE P-CARD OFFICE

P-CARD ADMINISTRATOR 353 INDUSTRIAL PARK DR BOONE NC 28607

CUSTOM SPEND PROFILE: ASUSTD-ASUTRAV-ASULODG

Must have original form to process request.

BOONE, NC 28607 P: 828-262-2082

DATE SUBMITTED TO PURCHASING (MM/DD/YYYY)

NOTE: STANDARD APPROVED SPENDING LIMITS ARE \$5,000 FOR SINGLE TRANSACTION & \$15,000 PER CYCLE APPLICANTS MUST BE PERMANENT ASU EMPLOYEES (NO TEMPORARY EMPLOYEES PERMITTED) COMPLETE THE FOLLOWING REQUIRED INFORMATION

	N/I					
*NAME MUST BE LEGAL		D	BANNER ID	#	CARDHOLDER E-MAIL ADDRESS	
CAMPUS 911 ADD	RESS			CARDHO	OLDER ASU PO BOX	
CAIIII GG GTT ABB	INEOG			OARDITO	JEBEN AGG I G BOX	
				NAMEOF	A OU DED A DEMENT OR UNIT	
CARDHOLDER CAMPUS PHONE NUMBER				NAME OF ASU DEPARTMENT OR UNIT		
RECONCILER NAME			APPROVER NAME			
RECONCILER SIGNATURE				APPROVER SIGNATURE		
RECONCILER OFFICE PHONE				APPROVE	R OFFICE PHONE	
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		RECONCILER E-MAIL ADDRESS			APPROVER E-MAIL ADDRESS	
RECONCILER E-M	AIL ADDRES	<u> </u>				
RECONCILER E-N	AIL ADDRES	3				
			CHECK ONE	:YES	NO	
IS LODGING APPF	OVED FOR U	SE ON CARD?			_	
IS LODGING APPF	OVED FOR U	SE ON CARD?			NO	
IS LODGING APPF	OVED FOR U	SE ON CARD?			_	
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