

Small Purchase Charge Card Request Form

Commonwealth of Virginia, University of Mary Washington
Bank of America Small Purchasing Charge Card (SPCC)

Cardholder Information

Cardholder Name (as it should appear on the card):

Department: Office Phone:

Email Address: @umw.edu Campus Location:

Cardholder's Date of Birth (MM/DD/YY): (**Required** for SPCC activation.)

Cardholder Signature: Date:

Approver Authorization – Spend Limits & Restrictions

Please select one option: (Limits are subject to Program Administrator's Approval)

New Cardholder: SPCC Spending Limit: \$1,500.00 per transaction and \$5,000.00 total per cycle.

Cardholder is Assuming the Spend Activities of:
(Cardholder will be assigned former Cardholder's Limits.) Previous Cardholder's Name

Account Restrictions

Cardholders may sometimes need to purchase travel or food items based on their departmental needs. If the Cardholder only occasionally needs to purchase one of these restrictions, the SPCC Program Administrator can grant temporary lifts for those transactions. If the need to purchase one or more of these restrictions is on a more frequent basis, a permanent restriction lift may be requested and must be approved by DOA.

Cardholder needs to frequently purchase:

- Travel [airline, taxi/shuttle, charter bus, or rail tickets]: Yes No
- Restaurant/Food [food items not purchased from Giant, Wal-Mart, Costco, or BJ's]: Yes No

Acknowledgement:

I will examine this cardholder's activity annually and provide written recommendations regarding limit and restriction changes. I further certify that I will review and approve this cardholder's transactions, supporting documentation, and approve Works transactions in a timely manner as acknowledged on my signed User Agreement.

Approver Name:

Approver Signature: Date:

Procurement Services Use Only

Previous CH Spend Information: STL: _____ CL: _____ Food: Yes No Travel: Yes No

Program Administrator (or PA Backup) Name:

Program Administrator (or PA Backup) Signature:

Date Card Ordered: