



PO Box 57510  
Salt Lake City, UT 84157-0510  
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### BRYANT UNIVERSITY

## Purchasing Card Cardholder Application - Individual / Department

**\*\*For Individual Cards**

**\*\*For Department Cards**

**OR**

\_\_\_\_\_  
*First MI Last*

\_\_\_\_\_  
*Department Name - Do not fill this area in if Card is in the name of an individual*

6-Digit Org Code \_\_\_\_\_

Department Name \_\_\_\_\_

SSN# *(last 4 digits)* \_\_\_\_\_

Mother's Maiden Name \_\_\_\_\_

Date of Birth \_\_\_\_\_  
*mm/dd/yy*

Phone (Business) \_\_\_\_\_

Applicant Email \_\_\_\_\_

@bryant.edu

**Home Address:**

Street 1 / Apt # \_\_\_\_\_

Street 2 \_\_\_\_\_

City, State, Zip \_\_\_\_\_

*(please check one)*

Regular Lead Time \_\_\_\_\_ *(7-10 Days)*

*or*

Rush Request **\$25 fee** \_\_\_\_\_ *(3-5 Days)*

Monthly Credit Limit \$0.00 \_\_\_\_\_

Single Transaction Limit \$0.00 \_\_\_\_\_

Approver (Name) \_\_\_\_\_

Title \_\_\_\_\_

Approver Email \_\_\_\_\_

@bryant.edu

**\*\*Print Sheet and Sign**

\_\_\_\_\_  
*Applicant Signature Date*

\_\_\_\_\_  
*Budget Manager Approval Date*

\_\_\_\_\_  
*Approver Signature Date*

\_\_\_\_\_  
*Vice President Approval Date*

\_\_\_\_\_  
*Purchasing Approval Date*