

BMO MASTERCARD PURCHASING CARD PROGRAM APPLICATION FORM

| Pl | ease complete and return to | Purchasi | ng Card Administ | rator named below |
|---------------------------------------|--|----------|------------------------|--|
| Applicant Name <i>Please print</i> | : First Name | | Last Name | Birthdate (MM/DD/YYYY) |
| | rstands that the MasterCard ding to the Obligations and F | | | cash advances, and is to be e MasterCard. |
| Signature of Employee | | | Campus & Phone # | |
| Supe | ervisor Approval | | | Date |
| Default Account | Code | | | · |
| Default Monthly | Limit \$2000.00 *** | OR _ | As authorized by | <u>v:</u> |
| | | | | Signature |
| | | Title | (Manager of Finance or | Director of Finance/Ancillary Services) |

Purchasing Card Administrator: Jocelyn Templeman Purchasing Department Ph. 250-365-1284

*** The standard monthly credit limit is \$2000.00. The default transaction limit (College imposed) is \$1000.00. Any variance requests must be authorized in writing by the Manager of Finance or Director of Finance & Ancillary Services.

PURCHASING DEPT USE ONLY

Transaction limit:

Approver: Role(s): C/Hold or Appr

Activation Code #:

Temp PW: MCC Template: Request ID#: