SMU CARDHOLDER ENROLLMENT FORM

EMPLOYEE INFORMATION

New Employee ○ Transferred Employee ○ Have you ever obtained an SMU Procurement Card? Y ○ N ○

Employment Status FT ○ PT ○
Temporary employees will not be issued a pcard.

Department Name:_____

First Name _____ Middle Initial _____ Last Name _____

Statement Address (SMU P.O. Box #) _____ City _____ State _____ 75275-_____ Zip Code

E-mail Address _____ Business Phone _____ Date of Birth (mm/dd/yyyy) _____ SMU Employee ID _____

CARDHOLDER DEFAULTS

Card Profile: SMU One Card ○ SMU Purchase ○ SMU Travel ○

Account Codes: *SMU One Card and SMU Travel profiles will default to the travel code. The SMU Purchase profile will default to the budget code.*

Travel Code: _____ Account _____ Fund _____ Org _____ Travel Subclass

Budget Code: _____ Acct # _____ Fund _____ Org

Card Spending Limits: _____ Single Transaction Limit _____ Monthly Credit Limit

Cardholder Access to PaymentNet: Cardholder only ○ Managerial ○ Divisional ○

_____ Independent Reviewer Name _____ Independent Reviewer Signature

APPROVAL SIGNATURE

_____ Applicant's Signature / Date _____ Authorized Manager's Signature / Date _____ Financial Officer's Signature/Date

_____ (Printed Name) _____ (Printed Name) _____ (Printed Name)

Procurement Services Use Only: Account Number_____

____ Cardholder Maintenance ____ PaymentNet – Employee Profile ____ Administration Set-up

____ Pcard List Server ____ Reviewer Listing ____ PaymentNet – Hierarchy Mgmt #___ _____