



The University of Louisiana Monroe
La Carte Purchasing Card (P-Card)
Cardholder Enrollment / Annual Review Form

New

Change (Profile / Approver / Department)

Delete / Close

Annual Review

Date: _____

No Changes

SECTION I: GENERAL INFORMATION (To be completed by Cardholder)

Cardholder Name _____

Cardholder Campus Wide ID (CWID) _____

Parent Group Name (E.g., VP Academic Affairs, etc.) _____

Group Department / Section Name (complete name) _____
 (E.g., College of Bus & Soc Sci, etc.)

Job Title / Duties / Responsibilities _____

Office Mailing Address _____

City _____, LA Zip: _____

ULM Business Phone No. (including area code) _____

ULM Email Address _____

Cardholder Signature & Date: _____

To Be Completed by CARDHOLDER

SECTION II: CARDHOLDER SPEND CONTROL PROFILE & APPROVAL (To be completed by Approver)

Credit Limit:	\$	Single Transaction Limit	\$
Spending Limit per Cycle: 6th to 5th each month		Max \$5000 unless approval for higher limit approved by Program Administrator	

I, _____ (print Approver name), as the APPROVER for the above Cardholder, acknowledge that I am responsible for verifying that all charges against the Cardholder's account are authorized and supported by adequate documentation.

 Approver Signature

 Approver Title

 Date

To Be Completed by APPROVER

SECTION III: PURCHASING APPROVAL (To be completed by Purchasing)

Verification ID:	_____	Cardholder Login:	_____
Card Last 4:	_____	Program Administrator Name:	_____
Program Administrator Signature	_____	Date:	_____

Spend Control Profile Name	Credit Limit	Single Transaction Limit
CL: \$2,000 / STL: \$1,000	\$ 2,000	\$ 1,000
CL: \$3,000 / STL: \$1,000	\$ 3,000	\$ 1,000
CL: \$5,000 / STL: \$1,000	\$ 5,000	\$ 1,000
CL: \$5,000 / STL: \$2,500	\$ 5,000	\$ 2,500
CL: \$5,000 / STL: \$5,000	\$ 5,000	\$ 5,000
CL: \$6,000 / STL: \$5,000	\$ 6,000	\$ 5,000
CL: \$8,000 / STL: \$5,000	\$ 8,000	\$ 5,000
CL: \$10,000 / STL: \$2,500	\$ 10,000	\$ 2,500
CL: \$10,000 / STL: \$5,000	\$ 10,000	\$ 5,000
CL: \$25,000 / STL: \$5,000	\$ 25,000	\$ 5,000
CL: \$50,000 / STL: \$5,000	\$ 50,000	\$ 5,000
EMERGENCY: CL:\$100,000.00/STL:\$25,000.00/NOCSH ¹	\$ 100,000	\$ 25,000

1. EMERGENCY PROFILE IS ONLY FOR A DECLARED EMERGENCY AS SET BY THE GOVERNOR