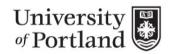
OFFICE OF THE CONTROLLER
5000 North Willamette Boulevard
Portland, OR 97203-5798

(503) 943-8712 / Fax: (503) 943-7433

pcard@up.edu



University Purchasing Card New Card Request Form

CARDHOLDER INFORMATION		
UP ID#:	Department:	
Name:		LAST NAME
Email:		
ACCOUNT INFORMATION		
Monthly Credit Limit:	Default Budget:	FUND ORGN
Additional ORGN Codes:,,		
Reconciler Name (if applicable):		
Approver Name:		
Approver #2 Name (if applicable):		
Additional Comments:		
Budget Director Approval:		Date:
Instructions		

- ${\bf 1.} \quad {\bf Complete \ form \ and \ forward \ to \ the \ Controller's \ Office \ or \ email \ pcard@up.edu.}$
- 2. Authorized budget director needs to sign (electronic signatures are allowed).
- 3. Please allow 7-10 business days for your new card to arrive after it has been ordered from Wells Fargo.
- 4. There are mandatory training videos that the cardholder is required to watch prior to issuance of the card.
- 5. An email will be sent to the cardholder after training is complete with instructions for picking up the card.