



BMO MASTERCARD PURCHASING CARD PROGRAM APPLICATION FORM

Please complete and return to Purchasing Card Administrator named below

Applicant Name: _____
Please print *First Name* *Last Name* *Birthdate (MM/DD/YYYY)*

Employee understands that the MasterCard may not be used to obtain cash advances, and is to be used only according to the Obligations and Procedures provided with the MasterCard.

Signature of Employee

Campus & Phone #

Supervisor Approval

Date

Default Work Order: ____ - ____ - ____ - ____

Default Monthly Limit \$2000.00 *** OR _____
As authorized by:

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:	Temp PW:
Approver:	MCC Template:
Role(s): C/Hold or Appr	Request ID#:
Activation Code #:	