



Wabash College

Purchasing Card Application/Change Request Form

The Wabash College Purchasing Card program enables cardholders to quickly and conveniently purchase business-related goods and services directly from vendors that accept MasterCard. Use of the purchasing card requires the cardholder and supervisor to assume responsibility for obtaining verification documentation. Please refer to the [Purchasing Card Program Policies and Procedures](#) for a complete description of cardholder and supervisor responsibilities as well as other important program information.

Select One: _____Application
_____Change Request: Select type of change: _____Name _____Transaction Limit

_____Temporary Limit Change: Increase to what cycle amount? _____

Time period for temporary change? _____ to _____

_____Other: _____

Applicant/Cardholder info:

Name

Campus email address @wabash.edu

Campus phone ###-###-####

Soc. Sec. # (last 4 digits only)

Mother's maiden name (ID for emergency card services)

Date of Birth (MM/DD/YYYY)

Department name

[Employee ID](#) (7 digits)

Default [Account Number](#) (Fund-Dept – Course/Project)

Supervisor's name

Supervisor's email address @wabash.edu

Campus phone ###-###-####

Requested Transaction Limit (Please select):

Single Purchase Limit	\$500	\$1,000	\$2,500	<i>For other profiles, please contact the Director of Auxiliary and Insurance Services</i>
Cycle Purchase Limit	\$1,500	\$3,000	\$5,000	

Will the cardholder be the reconciler? _____ If no, please provide reconciler information.

Reconciler's name

Reconciler's email address @wabash.edu

Campus phone ###-###-####

Approvals For this form, when signing with a Digital ID, please check the "Lock document after signing."

Applicant Signature

Date (Digital ID will date stamp)

Approving Supervisor Signature

Date Signed in Box

To protect your information,
please click [HERE](#) for
instructions on how to transmit
this data to your supervisor for
signature and then to the
Wabash Purchasing Team.

- To complete the form electronically, your machine will need Acrobat, Adobe Reader, or Apple review.
- If you need instructions on how to create a Digital ID, please click [here](#).

Once approved and you receive your card, please setup your online profile, so you can receive fraud alerts on your cell phone, review purchases, and reconcile your monthly statement.