



SNOW COLLEGE

PURCHASING CARD APPLICATION / CHANGE FORM

Complete ALL information, it is required

TO CHANGE INFORMATION ON AN EXISTING CARD:

1. Indicate Type of Request
2. Fill in card account number (last 4 digits) _____
3. Fill in current name on card

Legal First Name Middle Initial

Legal Last Name

4. Complete ALL fields for a new card or fields to be changed on an existing card

NEW CARD INFORMATION:

Legal First Name (up to 12 characters) (Embossed on card) Middle Initial

Legal Last Name (up to 12 characters) (Embossed on card)

College Identification number / Banner ID (with no dashes or spaces)

Account Name / Department (up to 19 characters)
(User - defined - embossed below cardholder name)

FOAPAL - (Cost-Code)
(Appears in Statement Billing File & EDI transmissions)

Business Address (up to 36 characters)

City (up to 25 characters)

State (2 characters) Zip (5 characters) Zip Expansion (4 char)

Monthly Credit Limit Single Transaction Limit

Cell Phone College Phone

TYPE OF REQUEST:

- A. New Account
 - Plastic
 - No Plastic
- B. Address Change
- C. Cost-Code Change
- D. Account Closure
- E. Name Change
- F. Monthly Transaction \$ Limit
- G. Single Transaction \$ Limit
- H. Other

AUTHORIZATION:

Cardholder/Employee Signature

E-Mail Address

Date

Supervisor - Typed or Printed

Supervisor Signature

Date

Administrative Reviewer E-Mail

Administrative Reviewer Signature

Date

Administrative Reviewer Snow ID#