



Application Form for University of Guelph Credit Cards

Use this form to request either a Purchasing Card (PCard) or Travel Card (TCard). Credit cards are approved for issue only to full time employees and faculty of the University.

PCard – used for purchases under \$5,000 where the Supplier will not accept a Low Value Purchase Order, or the purchase must be made online or immediately in person. This card is blocked for travel expenses including but not limited to hotels and restaurants, and all other restricted purchases as outlined in the [Purchasing Policy](#).

Cardholders are responsible for properly reconciling and adding receipts in the CenterSuite platform, detailed information about the PCard can be found [here](#). Payment is made automatically at the end of each month by the University.

TCard – used for travel and travel related expenses only. Cardholders are responsible for paying all balances monthly and claiming reimbursement for expenses through the [Gryphons GO&PAY](#) portal.

REQUESTOR INFORMATION

First Name	Last Name	Middle Initial
Department		
Employee Number	Email Address	
Home Address		
Business Phone	Ext	Home Phone
Applying for:	PCard	TCard

This form may be used to apply for both at once if needed.

PCARDS ONLY

Credit limits should be based on your historical spend, contact Purchasing if in doubt.

Requested Monthly Credit Limit Requested Single Transaction Limit

Cardholders must update the GL code for each transaction before the close date each month.

PCard Expenses Approver Name (Dean, Director or Chair)

TCARDS ONLY

Credit limits should be based on your historical spend, contact Purchasing if in doubt.

Requested Monthly Credit Limit Requested Single Transaction Limit

APPROVALS

Requester Signature Date

Dean, Director or Chair Signature Date

Dean, Director or Chair Name

Requester agrees to abide by the University Purchasing Policy and relate procedures at this [link](#)