

**MUHLENBERG COLLEGE
PNC Procurement Card Request Form**

Name of employee requesting card:

Signature of employee:

Name of immediate supervisor:

Signature of supervisor:

Name of department senior staff:

Signature of senior staff:

Department Name:

Default Cost Center, Gift or Grant **and** Spend Category _____ - _____

All cards are linked to the default Cost Center, Gift or Grant and Spend Category. Transactions made on the card will be charged to this code, unless changed on the Visa online site prior to end of monthly billing cycle.

Requested monthly spend:

The following information is requested for security identifiers for the cardholder:

1. Last four digits of your social security number
2. Your birth date
3. Berg ID #
4. Muhlenberg email address
5. Muhlenberg phone extension
6. Alternate phone number (ex. cell #)
(Needed in the event that fraudulent activity is suspected on your card and you cannot be reached at your office number.)

Justification for the need of a Muhlenberg College Procurement Card:

Please return this form to the Purchasing office.

Once this information is received, the request will be reviewed and if approved, a Muhlenberg College Procurement Card will be ordered.