

**PNC Procurement Card (Credit Card) Request Form**

Name of person requesting card:

Signature of person requesting card:

Name of immediate Supervisor:

Signature of Supervisor:

Department Name:

Default project and account code \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**All cards are linked to a default project and account code. Transactions made on the card will be charged to this code, unless changed on the Online Software prior to end of monthly 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. Phone extension
4. Muhlenberg email address
5. Credit limit on current Muhlenberg credit card (if you have one)
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.)

Home address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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.