



THE UNIVERSITY OF HOUSTON  
CARDHOLDER APPLICATION/APPROVAL FORM FOR

**LOCAL P-CARD**

**Cardholder/Applicant Information**

Name: \_\_\_\_\_  
Employee ID: \_\_\_\_\_ (Enter complete Employee ID, only the last four digits will be used to activate your card.)  
College/Division: \_\_\_\_\_ Department: \_\_\_\_\_  
Dept. Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code (9 digit): \_\_\_\_\_  
Work Phone: \_\_\_\_\_ Work E-Mail: \_\_\_\_\_  
Does Applicant have Payroll Direct Deposit? \_\_\_\_\_ (If not, application will be denied.)

**Card Information**

Single Transaction \$ Limit \_\_\_\_\_ (If not indicated, it will be set for \$5,000)  
Monthly \$ Limit \_\_\_\_\_ (If not indicated, it will be set for \$15,000)  
Default Cost Center (Local Fund) BU \_\_\_\_\_ Fund \_\_\_\_\_ DeptID \_\_\_\_\_ Program \_\_\_\_\_ Project \_\_\_\_\_ (Required)

Note: Cardholder should sign up for on-line P-Card Cardholder training at the time the application is submitted. P-Card will not be released until Cardholder successfully completes the training.

**Business Contact Information**

List the Business Contacts responsible for Citibank-GCMS entries and processing the Expense Reports.

Name: \_\_\_\_\_ Empl ID: \_\_\_\_\_  
Name: \_\_\_\_\_ Empl ID: \_\_\_\_\_  
Name: \_\_\_\_\_ Empl ID: \_\_\_\_\_

Note: Business Contacts will not receive Citibank-GCMS access for this card until they complete the training for the current fiscal year. Cardholders who are also the Business Contacts are only required to complete the Business Office training.

**Approvals**

Cardholder Signature: \_\_\_\_\_ Date \_\_\_\_\_  
Supervisor Signature: \_\_\_\_\_ Date \_\_\_\_\_  
College/Division Admin. Signature: \_\_\_\_\_ Date \_\_\_\_\_

Employees in job positions authorized to use Procurement Cards (P-Cards) are considered to be in security-sensitive positions, as defined by Texas Education Code §51.215 and Texas Government Code §411.094. P-Card applicants must complete an Authorization for Criminal History Investigation form (<http://www.uh.edu/hr/resources/hrforms.htm>) and fax the form to HR. HR will notify the department of the result via e-mail. The HR e-mail authorizing the applicant to receive a P-Card should be forwarded by e-mail to the P-Card Program Coordinator in AP, along with this application. If the applicant previously completed this form within the past six (6) months, the previous e-mail notification from HR with the background check result for the applicant should be e-mailed to the P-Card Program Coordinator in AP, along with this application.

E-mail the required information to the P-Card Program Coordinator, Cassandra Lopez at [clopez24@central.uh.edu](mailto:clopez24@central.uh.edu)