



University of Windsor

# University of Windsor Purchasing Card APPLICATION

This form is to be used by the Campus Community to apply for a UWindsor Purchasing Card.

Cardholder's Name: \_\_\_\_\_, \_\_\_\_\_  
First Name Initial Last Name  
(21 character limit on full name)

Business Phone Number: (519) 253- 3000 ext. \_\_\_\_\_

E-mail address: \_\_\_\_\_@uwindsor.ca

UWinID (Used as login ID with CentreSuite): \_\_\_\_\_

Significant DATE: \_\_\_\_\_ (month/day/year)

You must assign your own significant date. It is required by the Bank for security reasons. It must be a valid DATE (8 digits) and format must be MMDDYEAR (e.g. 12011941).

**Reminder: All Cardholders must complete the mandatory online Purchasing Card Training and Quiz before you can pick up your Purchasing Card from the Procurement Office. If the quiz is not completed when you go to pick up your Purchasing Card, the Purchasing Card Administrator will not release your new card to you. Training and Quiz can be found at: [https://met.uwindsor.ca/quizzes/purchasing\\_card/](https://met.uwindsor.ca/quizzes/purchasing_card/)**

Dollar Limits (\$)	Single Transaction Limit: \$2,825 (including taxes) Monthly Spending Limit: \$ 10,000
Card Restrictions	Merchant Category Code (MCC) exclusions for this Purchasing Card will be set up as per University defaults - refer to Cardholder Information Package.
Department:	<p>_____</p> <p>Please list which account numbers should be linked to your purchasing card. These will be used for transaction/expense allocation within the Scotia CentreSuite Card Management System. You must have signing authority on these accounts:</p> <p>Fund #: _____</p> <p>Department Account# _____</p> <p>Program Account # _____</p> <p>Project Account # _____</p> <p>Grant Account # _____</p> <p>Classification Account # _____</p>
Grant Approval	If applicant is not the Grantee, this application must be review and approved by the Grantee below.

## DEPARTMENT/GRANTEE APPROVAL OF APPLICATION

Your signature below indicates approval of the form and confirms that all information is accurate. The form must be signed with written signature or official digital signature

Department Approval Signature: \_\_\_\_\_

Department Approval Name (Please Print): \_\_\_\_\_

Approver Title: \_\_\_\_\_ Phone Ext. \_\_\_\_\_

Grantee Approval Signature: \_\_\_\_\_

Grantee Name (Please Print): \_\_\_\_\_

Grantee Title (Please Print): \_\_\_\_\_ Phone Ext. \_\_\_\_\_

**UNIVERSITY OF WINDSOR**  
**Purchasing Card Agreement – EMPLOYEES**  
**(to be signed upon card issuance)**

This document outlines the responsibilities I have as a holder of the University of Windsor Purchasing Card. My signature indicates that I have completed the **mandatory** online **Purchasing Card Training and Quiz**, and that I agree to adhere to the policies and procedures established for the program.

Cardholder Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Cardholder Name (please print): \_\_\_\_\_

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***Purchasing Services Use Only:***

Date Card Was Requested: \_\_\_\_\_

Scotia Confirmation Number: \_\_\_\_\_

Date Card Received from Scotia: \_\_\_\_\_

Date Cardholder Completed the Online Quiz: \_\_\_\_\_

Date Cardholder Picked up Card: \_\_\_\_\_

Purchasing Card Administrator Signature: \_\_\_\_\_

Procurement Manager Signature: \_\_\_\_\_