

PURCHASING CARD AUTHORIZATION

PSU ID: _____

NAME: _____

OFFICE ADDRESS: _____

EMAIL ID: _____

Cardholder Purchase Limits:	<u>Goods and Services</u>	<u>Travel</u>
Individual Transaction Limit:	2000	3000
Daily Limit (Summary of Daily Transaction):	18000	12000
Cycle Limit (30 day total):	18000	12000

***NOTE: Your limits may be less than amounts listed above**

ADVISOR SIGNATURE: _____

**Purchasing Card Quiz – www.pcardtraining.psu.edu
(When you logon you will be asked if you are using the
ERS System, answer “Yes”)**