



# Procurement Card Application Form

## 1. Cardholder information

Name		Job title	
Business address			
		Date of birth (MM/DD/YYYY)	
Phone		Email	

## 2. Card administrator information

Member name			
Contact name		Job title	
Phone		Email	

## 3. Transaction limits

<input type="checkbox"/>	\$5,000 single transaction limit and \$50,000 monthly credit limit
<input type="checkbox"/>	\$5,000 single transaction limit and \$25,000 monthly credit limit
<input type="checkbox"/>	\$3,000 single transaction limit and \$15,000 monthly credit limit
<input type="checkbox"/>	\$1,000 single transaction limit and \$5,000 monthly credit limit
<input type="checkbox"/>	Other limits (specify) _____

## 4. Card blocks (in addition to *Standard category blocks* shown on page 2)

<input type="checkbox"/>	Industry blocks - specify: _____
<input type="checkbox"/>	Vendor blocks - specify: _____
<input type="checkbox"/>	Other blocks - specify: _____

## 5. Approver name and signatures

*By signing this application, the Cardholder agrees to comply with the terms of the Cardholder Agreement and follow the AMSC Procurement Card procedures.*

Cardholder's signature	X	Date (MM/DD/YYYY)	
Card administrator's signature	X	Date (MM/DD/YYYY)	

## Submission instructions

**Email this completed form to [accounting@auma.ca](mailto:accounting@auma.ca).**

**Standard category blocks**

The following *Merchant category codes* will be blocked on all AMSC procurement cards.  
Card administrators may customize their blocking profiles beyond those listed below.

**Merchant category codes**

MCC	Description
5681	Furriers and Fur Shops
5698	Toupee Shops / Wig Shops
7012	Timeshares
7273	Dating & Escort Service
7277	Counseling/Debt Counseling/ Marriage Counseling/Personal Counseling
7511	Truck Stop Tran
9211	Court Costs Including Alimony & Child Support
9222	Fines
9223	Bail & Bond Payments
9311	Tax Pymt

**CASH merchant category codes**

MCC	Description
4829	Money Transfer—Merchant
6010	Member Financial Institution—Manual Cash Disbursements
6011	Member Financial Institution—Automated Cash Disbursements
6050	Quasi Cash—Member Financial Institution
6051	Quasi Cash—Merchant
6538	MasterCard MoneySend Funding
7995	Gambling Transactions
9754	Gambling—Horse Racing, Dog Racing, State Lotteries
9991	Cash Advance

**Procurement card administration use only**

<input type="checkbox"/>	Approved - comments:
<input type="checkbox"/>	Rejected - comments:
AMSC director's name	Date (MM/DD/YYYY)
AMSC director's signature X	Date (MM/DD/YYYY)
Comments	