

PROCUREMENT CARD REQUEST FORM

REQUEST FOR: Choose One		
New Account		
Change to Existing Acco	ount	
Name Change to Exiting	g Account - Previous Name:	
EMPLOYEE INFORMATION Complete all information	ON	
Employee Name:		
Home Address:		
City, State, Zip		
Date of Birth:		
Last 4 digits of Social Securit	y Number:	
Employee ID Number:		
Mother's Maiden Name:		
EMPLOYEE CONTACT IN Complete all information	NFORMATION	
Email Address:		@roundrocktexas.gov
Work Phone Number:		
ACCOUNT INFORMATION Complete all information	N	
		Department Name:
Organization Code:	Object Code:	Берантен наше.
Organization	Object Code: Single Transaction Limit	Billing Cycle Limit
Organization Code:		
Organization Code:	Single Transaction Limit	Billing Cycle Limit
Organization Code:	Single Transaction Limit \$3,000.00	Billing Cycle Limit \$5,000.00
Organization Code: Tier (choose one) Other (Director Only)	\$3,000.00 \$3,000.00 \$3,000.00 \$3,000.00	\$5,000.00 \$10,000.00 \$ \$25,000.00
Organization Code: Tier (choose one) Other	Single Transaction Limit \$3,000.00 \$3,000.00 \$3,000.00	\$5,000.00 \$10,000.00 \$ \$25,000.00
Organization Code: Tier (choose one) Other (Director Only)	\$3,000.00 \$3,000.00 \$3,000.00 \$3,000.00	\$5,000.00 \$10,000.00 \$ \$25,000.00
Organization Code: Tier (choose one) Other (Director Only) Reconciler: Self	\$3,000.00 \$3,000.00 \$3,000.00 \$3,000.00	\$5,000.00 \$10,000.00 \$ \$25,000.00
Organization Code: Tier (choose one) Other (Director Only) Reconciler: Self APPROVED BY	\$3,000.00 \$3,000.00 \$3,000.00 \$3,000.00	\$5,000.00 \$10,000.00 \$ \$25,000.00
Organization Code: Tier (choose one) Other (Director Only) Reconciler: Self APPROVED BY Supervisor's Name: Supervisor's Signature: NOTES	\$3,000.00 \$3,000.00 \$3,000.00 \$3,000.00	### Silling Cycle Limit ### \$5,000.00 ### \$10,000.00 ### \$25,000.00 ### ### \$25,000.00
Organization Code: Tier (choose one) Other (Director Only) Reconciler: Self APPROVED BY Supervisor's Name: Supervisor's Signature: NOTES	Single Transaction Limit \$3,000.00 \$3,000.00 \$3,000.00 \$3,000.00 Other Name of Other	### Silling Cycle Limit ### \$5,000.00 ### \$10,000.00 ### \$25,000.00 ### ### \$25,000.00