

CITY OF ROSWELL
JP MORGAN CHASE P-CARD PROGRAM
CARDHOLDER APPLICATION - STANDARD CARD



The purpose of the P-Card Program is to establish a faster, more cost-effective method for authorized employees to make purchases of supplies, materials, equipment, and services for City business use. To be eligible for a P-Card, the applicant must be an elected official or employee of the City of Roswell. P-cards may be issued based upon an employee's job responsibilities and their need to make purchases. The issuance of a P-card is reserved for those employees whose job duties regularly require the purchase of goods and services.

CARDHOLDER INFORMATION	
Date:	
Department:	
Cardholder Name:	
Company:	CITY OF ROSWELL
Address:	38 HILL STREET, SUITE 130
City, State, Zip:	ROSWELL, GA 30075-4537
Work Phone:	
Physical Home Address:	
City, State, Zip:	
Country:	
Social Security Number <i>(required)</i> :	
Employee Number:	
Statement Approver/Notification User:	
Work Email Address:	
Date of Birth:	
Home Phone Number:	
JUSTIFICATION / CARD OPTIONS	
Justification: (Explain why P-card is needed.)	
Requested Single Transaction Limit/ Monthly Credit Limit: (Check One)	\$500 / \$2,500
	\$1,000 / \$5,000
	\$2,500 / \$10,000
Merchant Category Codes: (Check One)	Default MCC Profile
	Custom MCC Profile
All City cards are issued a default merchant code profile. If merchant codes outside of the default profile are requested, please provide justification.	If custom, please describe profile needed and provide explanation:
SIGNATURES	
Cardholder's Signature:	Date:
Department Head Signature:	Date:
P-Card Coordination Team Signature:	Date:
Finance Director Signature:	Date:
City Administrator Signature:	Date:

Please complete the form except for signatures and email to pcards@roswellgov.com. AP Coordinator will send through DocuSign for signatures.