

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



The purpose of the Travel P-Card Program is to establish a faster, more cost-effective method for authorized employees to make **travel-related** purchases that are for official City business.

To be eligible for a Travel P-Card, the applicant must be an elected official or employee of the City of Roswell. Travel P-cards may be issued based upon an employee's need to make travel-related purchases. **Travel P-cards are reserved for employees that do not currently have a Standard P-card.**

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 (required) :		
Employee Number:		
Statement Approver/Notification User:		
Work Email Address:		
Date of Birth:		
Home Phone Number:		
JUSTIFICATION / CARD OPTIONS		
Justification: (Explain why Travel P-card is needed.)		
Single Trans./Monthly Credit Limit:	X	\$1,000 / \$2,000
Merchant Category Code:	X	Travel MCC Profile (Includes airlines, hotel, parking, and all ground transportation)
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](mailto:pcards@roswellgov.com). AP Coordinator will send through DocuSign for signatures.**