

**PURCHASE CARD APPLICATION AND MAINTENANCE**  
*(See Privacy Act Statement and Instructions on reverse)*

**SECTION I - TYPE OF ACTION**

<input type="checkbox"/> NEW ACCOUNT	<input type="checkbox"/> CANCEL ACCOUNT	Approving Official (AO) Changes	Reconciler Changes
Change Account			
<input type="checkbox"/> DOLLAR LIMIT CHANGE		NEW AO REPLACES FORMER AO ON ALL ASSOCIATED CARDS <i>(Complete Section IV only) (NOTE: New AO's must complete the Purchase Card training prior to submission of this form.)</i>	ADD NEW
<input type="checkbox"/> NAME CHANGE <i>(INCLUDE SSN)</i>			REPLACE CURRENT
<input type="checkbox"/> ADDRESS CHANGE			REMOVE CURRENT
<input type="checkbox"/> DEFAULT CODE CHANGE		NEW AO REPLACES FORMER AO ON A SINGLE CARD <i>(Complete Section IV and include cardholder's name) (NOTE: New AO's must complete the Purchase Card training prior to submission of this form.)</i>	
<input type="checkbox"/> AUTHORIZE CONVENIENCE CHECKS			

**SECTION II - CARDHOLDER *(Use payroll name)***

Name			FULL SOCIAL SECURITY NUMBER <i>(Required)</i>	OFFICE CORRESPONDENCE SYMBOL
LAST	FIRST	MIDDLE INITIAL		
OFFICE STREET ADDRESS <i>(Including Room Number)</i>			CITY	STATE ZIP CODE <i>(+ 4 if known)</i>
BUSINESS TELEPHONE NUMBER			CARDHOLDER'S E-MAIL ADDRESS	

**SECTION III - PRIVILEGES AND CODING**

SINGLE PURCHASE LIMIT (\$)	30 DAY PURCHASE LIMIT (\$)	DATE TRAINING COMPLETED	CONVENIENCE CHECKS REQUIRED						
			NO	YES <i>(If checked, how many checks)</i>					
			<input type="checkbox"/>	<input type="checkbox"/> 50 <input type="checkbox"/> 150					
Pegasys Default Coding	FUND CODE	BUDGET CODE	ORGANIZATION	FUNCTION CODE	COST ELEMENT	PROJECT	BUILDING NUMBER	SYS/LOC	WORK ITEM

**SECTION IV - APPROVING OFFICIAL**

NAME OF NEW AO	OFFICE CORRESPONDENCE SYMBOL	E-MAIL ADDRESS
OFFICE STREET ADDRESS	BUSINESS TELEPHONE NUMBER	
CITY	STATE	ZIP CODE <i>(+ 4 if known)</i> NAME OF FORMER APPROVING OFFICIAL <i>(If applicable)</i>

**SECTION V - ACCOUNTING TRANSACTION RECONCILER *(Optional - Most cardholders reconcile their own entries)***

<input type="checkbox"/> AUTHORIZE THIS PERSON ACCESS TO CARDHOLDER'S PEGASYS CREDIT CARD RECONCILIATION NOTEBOOK	<input type="checkbox"/> TURN ON DAILY EMAIL NOTIFICATION OF NEW CHARGES	NAME	OFFICE CORRESPONDENCE SYMBOL
		E-MAIL ADDRESS	NAME OF FORMER RECONCILER

DELEGATION OF PROCUREMENT AUTHORITY: FOR NON-WARRANTED CARDHOLDERS (Warranted contracting officer - Please attach a copy of your warrant to this form.) You are delegated authority to purchase supplies and services not to exceed \$2,500 to be paid for by Government purchase card. Supplies or services may be purchased, consistent with your organizational responsibilities, to satisfy legitimate GSA requirements. The delegation does not authorize you to purchase supplies or services on the open market that are required to be obtained from mandatory sources, or supplies or services for which procurement responsibility has been assigned to another GSA organizational element. All purchases must be made in accordance with applicable laws and regulations including, but not limited to, the Federal Acquisition Regulation (FAR) and the General Services Administration Acquisition Regulations (GSAR). This delegation shall automatically terminate upon separation from the agency, upon assignment to another office within the agency, or upon cancellation of the purchase card account by the approving official or the GSA purchase card program coordinator.

**SECTION VI - SIGNATURES**

<b>REQUESTING OFFICIAL</b> <i>(Division Director or higher)</i>	SIGNATURE	DATE
	TYPED OR PRINTED NAME OF SIGNER	TYPED OR PRINTED TITLE OF SIGNER
<b>FUNDS MANAGER</b>	SIGNATURE	DATE
	TYPED OR PRINTED NAME OF SIGNER	

<b>FOR COORDINATORS USE ONLY</b>	LEVEL TWO	LEVEL THREE	LEVEL FOUR
----------------------------------	-----------	-------------	------------

## INSTRUCTIONS

Use this form to establish a new account or to make changes and/or cancellations to a current account. For changes check appropriate block in Section I, provide name, social security number, and complete applicable blocks. Submit to the regional program coordinator.

## PRIVACY ACT STATEMENT

In accordance with the Privacy Act (5 U.S.C. 552a), the following notice is provided: the information requested on the Purchase Card Application and Maintenance form is collected pursuant to Federal Acquisition Regulation (FAR), Part 13; 48 C.F.R. Part 13; and Public Law 93-579 Section 7(b) for the purpose of facilitating the timely processing of new purchase card applications; determining applicant eligibility; and providing GSA with the basic data elements needed to administer the small purchase card program, establish effective internal controls to prevent and detect fraud, waste, and abuse, and provide a variety of management reports on the cost, operation, and effectiveness of the program.

Routine uses which may be made of the collected information are as follows: System information may be accessed and used by authorized GSA employees or contractors to conduct duties associated with the management and operation of the purchase card program. Information from this system also may be disclosed as a routine use:

- a. In any legal proceeding, where pertinent, to which GSA is a party before a court or administrative body.
- b. To a Federal, State, local, or foreign agency responsible for investigating, prosecuting, enforcing, or carrying out a statute, rule, regulation, or order when GSA becomes aware of a violation or potential violation of civil or criminal law or regulation.
- c. To duly authorized officials engaged in investigating or settling a grievance, complaint, or appeal filed by an individual who is the subject of the record.
- d. To the Office of Personnel Management (OPM) and the General Accounting Office (GAO) when the information is required for evaluation of the program.
- e. To a Member of Congress or his or her staff on behalf of and at the request of the individual who is the subject of the record.
- f. To an expert, consultant, or contractor of GSA in the performance of a Federal duty to which the information is relevant.
- g. To the GSA Office of Finance for debt collection purposes (see GSA/PPFM-7).
- h. To the National Archives and Records Administration (NARA) for records management inspections conducted under 44 U.S.C. 2904 and 2906.