

PCARD Approval Request for 5-3 Account as Default

Please provide information about the proposed PCARD default 5-3 account.

5-3 acct # _____ Federal Sponsor? Yes ____ No ____

5-3 award end date _____

PI's name: _____ PI's Department _____

Requesting Cardholder's name and phone: _____ ext _____

Approver's name and phone: _____ ext _____

Please list other active 5-3 accounts for PI:

5-3 Account #	End Date
_____	_____
_____	_____

Please list other active 5-3 accounts that Card holder would make purchases for:

What other departmental accounts could be used for default account? (1-3, 1-6, 2-2, etc)

Please justify why the 5-3 account is a better choice than one of these other accounts.

Cardholder Certification: I certify that I will provide all receipts and documentation necessary to satisfy an auditor and that purchases charged to this 5-3 account are allowable, necessary, and properly allocated to benefiting accounts.

CARDHOLDER'S SIGNATURE _____ *

Approver Certification: I agree that this 5-3 account is the most appropriate account for this purpose. I will work with the PI and card holder to ensure reallocation of any necessary charges in a timely manner and also to obtain proper documentation.

APPROVER'S SIGNATURE _____ *

Sponsored Programs Administrator Approval (initial one) Yes: _____ No: _____

PCARD Approved Date: _____ PCARD Denied Date: _____