



Cardholder Request for Purchase Card

Cardholder Information:**All fields are required information*Name: *(Name listed above must match the applicant's name on record with the USDA's HR Department)*Agency/Division/Office:
*(21 characters max)*Third Line Embossing: *(The first 8 characters will be embossed on the card. This embossing is mandatory, and if this field is left blank, the form will be rejected by CCSC)*Office Address 1:
*(36 characters max)*Office Address 2: City: State: Zip-code: Telephone No.: E-mail Address: *Email Address must be a valid Government issued email address***Processing and Reporting Hierarchy Levels:***Agent, Company, Division, and Department numbers must match the Level 4,5,6 and 7 numbers, respectively*

Processing: Agent: Company: Division: Department:

Reporting: Level1: 00012 Level2: 01201 Level3: Level4:
 Level5: Level6: Level7:

Accounting Code and Purchase Limits:*(Copy & Paste the Line of Accounting directly from Access Online)*Line of Accounting: ***BOC: 2670***BOC code will always be 2670***Authorization Limits:**Single Purchase Limit: Monthly Office Limit: Are Convenience Checks necessary: Yes No APC/LAPC: Yes No AO: Yes NoCopy of (5) Training Certificates attached: Yes Foreign National: Yes No

I certify that I have completed all required training, understand the regulations and procedures, and know the consequences of inappropriate actions.

Signature of Cardholder

Date

*This form must be signed within thirty (30) days of submission to CCSC to comply with A-123 audit procedures. Any applications that are submitted beyond 30 days of the signature date will be rejected.***Approving Official Information:**Name: Agency/Division/Office: Address: City: State: Zip code: Telephone No.: E-mail Address: Copy of AXOL Training Certificate attached: Yes No

I certify that I have completed all required training, understand the regulations and procedures, and know the consequences of inappropriate actions.

Signature of Approving Official

Date

This form must be signed within thirty (30) days of submission to CCSC to comply with A-123 audit procedures. Any applications that are submitted beyond 30 days of the signature date will be rejected.