

MONTANA STATE UNIVERSITY

DEPARTMENTAL ACCOUNT MANAGER APPLICATION

FOR THE PURCHASING CARD

Check One

Account Manager _____

Business Manager _____

(Backup Account Manager)

Name _____

Department Name _____

Campus Address _____

ORGN Number _____

Telephone _____

Fax Number _____

E-Address _____

Person you are replacing _____

(If applicable)

Have you had Banner Finance training? _____ Yes: Date Taken _____

_____ No: Date Scheduled _____

In most situations the departmental Account Manager is the person in each department who maintains the Purchasing Card information in Banner. In most departments, the Business Manager is the Account Manager's backup person. Cardholders will need to provide receipts of all Purchasing Card transactions to the manager in charge. After the monthly cutoff, they will print a report and attach all the receipts in correct order and forward to University Business Services as stated in the P-Card manual.