1. Complete cardholder info

2. Indicate what type of card

3. Default accounting info

4. Contact Purchasing with questions
   a) Include department name if different from what is on card
   b) Account Manager is the person completing adjustments etc.
   c) FAAINVT Account Manager ID is the primary allocator
   d) FAAINVT Business Manager ID is the secondary allocator if applicable
   *If the app is for a new allocator, they will need to request a new ID

5. Rare circumstances warrant changes or additions to standard card controls
   *Additional signatures required for closed vendor requests

6. Either account manager or supervisor required
   *Subordinate approval NOT AUTHORIZED

7. Required for closed vendor requests and when specified by the Purchasing Department