

**UNITED COMMERCIAL CARD SETUP FORM
LOCAL GOVERNMENT PURCHASING CARD PROGRAM INSTRUCTIONS
(APPLICATION)**

1. Section one contains information required to open a new account. Information in section one will be completed for the employee whose name will appear on the card/account.
2. Card Applicant's date of birth MMDDYY
3. Employee's mother's maiden name for verification purposes.
4. Entity ID
5. Employee ID
6. Card type
7. Please indicate in Section 6 the amount of the credit limit for this card account, single transaction limit if one is desired, any restrictions and the number of transactions per day if other than standard of 20 per day.

D.Cal access. D.Cal is the software that is used for reporting and cost allocation. Please indicate what level of access this individual should have, if any.

Be sure to include the last four digits of the billing account that this new account should roll up to. If you do not currently have a billing account, this field may be left blank.

8. The reporting for your entity can be broken down into hierarchies or department levels. If you want to assign billing accounts at the department level, you may do so here.

Level (3) County/City/Municipality Name

Level (4) Department Name Billing Account

Level (5) If you wish to break a department down further, indicate in this level. i.e., Clerks Office/Records Division

Level (6) Optional field for further breakdown

Level (7) Cardholders

9. Cardholder must sign and date
10. The Program Coordinator for the entity MUST sign and submit to the WVSAO Purchasing Card Administrator for approval. The WVSAO will assign a PIN for each coordinator to use when requesting new accounts and changes to the program.