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» First step of application to be sent to P Card Program Administrator

» Previously was the last 2 pages of enrollment form

» Date of Hire: Application must be submitted at least 90 days after hire date.

» Available on SMU Card page
Online Application Portal

APPLICANT PREVIEW - SMU Travel and Purchase Application - Unsaved changes will not display

Step 1: General Information

Please complete the fields to apply for a commercial card.
*Required Fields.

Additional Instructions from your Organization

For org code details, please contact your Business Financial Officer. Application must be submitted at least 90 days after hire date. Any exceptions require written approval by the Director of Purchasing. All card spending limits default to $5000 credit limit, 15 daily transactions limit, and $1000 single amount limit. For adjustments, write requested amounts in the comments box at the end of the application.

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Application Question

Date of Hire*: None

Applicant Information

Full First Name*: 
Last Name*:
Date of Birth*: MM/DD/YYYY
SMU ID*: * digits
PaymentNet User ID*:
Email Address Excluding @smu.edu
» All card spending limits default to $5000 credit limit, 15 daily transactions limit, and $1000 single amount limit.

» For adjustments, write requested amounts in the comments box at the end of the application for approval.
» Approval should be sent to applicant's manager.

» Next approval should be sent to Business Financial Officer.

» Final approval should be sent to P Card Program Administrator.

   » Harmony Mei at harmony@smu.edu

» The system will automatically send reminder emails daily at each stage when an approval has not yet been sent.
Workflow Summary

1. Applicant submits SMU Cardholder Agreement
2. Program Administrator (PA) sends link to online card application
3. Applicant fills out information and sends to Manager
4. Manager reviews, approves, and sends to Business Financial Officer
5. Business Financial Officer reviews, approves, and sends to PA
6. PA sends Applicant link to SMU Card Course on Canvas
7. Applicant scores 100% on course
8. PA approves and card is ordered.
9. PA notifies Applicant when card is ready for pickup.
Contacts

» Harmony Mei
  P Card Program Administrator
  214-768-6464
  harmony@smu.edu

» purchasing@smu.edu