



**COLUMBIA PUBLIC SCHOOLS
BANK OF AMERICA
PURCHASING CARD APPLICATION**
(REV 02/01/15)



Return Completed Form to: Business Services/Aslin Building
Attn: Alexia Hunt

EMPLOYEE INFORMATION

First Name	Middle Initial	Last Name
School/Department Name	Street Address (School/Dept Location)	Zip
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Business Phone	Home/Personal Phone	CPS Id Number
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Default Account (Key code – Object code)		Employee's First Day of CPS Employment
@cpsk12.org		Cardholder ☐ Supervisor ☐
Email address	Role(s)	Employee's Job Title
- - - - -		
9-digit verification number used to ACTIVATE card and reset PIN number through the website if needed (SSN, phone #, CPS ID, etc.)		

DISTRICT INFORMATION

Columbia Public Schools	1818 W Worley Street	Columbia	MO	65203
Company Name	Address	City	State	Zip
\$2,000	\$400	99	\$400	
Monthly Credit Limit	Single Transaction Limit	Transactions Per Day	Amount Per Day	
(department name)				
Second Line of Embossing				

EMPLOYEE / APPROVAL SIGNATURES

Signature of Employee	Signature of Supervisor	Signature of Director of Business Services
Date	Date	Date