

CITY OF ROSWELL
JP MORGAN CHASE P-CARD PROGRAM
CARDHOLDER APPLICATION - TRAVEL CARD



The purpose of the Travel P-Card Program is to establish a faster, more cost-effective method for authorized employees to make **travel-related** purchases that are for official City business.

To be eligible for a Travel P-Card, the applicant must be an elected official or employee of the City of Roswell. Travel P-cards may be issued based upon an employee's need to make travel-related purchases. **Travel P-cards are reserved for employees that do not currently have a Standard P-card.**

CARDHOLDER INFORMATION		
Date (mm/dd/yyyy):		
Department:		
Cardholder Name:		
Name 2:	ROSWELL GA - TRAVEL	
Address Line 1:	38 HILL STREET STE 130	
City, State, Zip:	ROSWELL, GA 30075-4537	
Country:	UNITED STATES	
Work Phone:		
Physical Home Address 1:		
Physical Home Address 2:		
City, State, Zip:		
Country:		
Social Security Number (required) :		
Employee ID:		
Work Email Address:		
Date of Birth:		
Country of Citizenship:		
Home Phone Number:		
JUSTIFICATION / CARD OPTIONS		
Justification: (Explain why Travel P-card is needed.)		
Single Trans./Monthly Credit Limit:	X	\$1,000 / \$2,000
Merchant Category Code:	X	Travel MCC Profile (Includes airlines, hotel, parking, and all ground transportation)
Cardholder's Signature:	Date:	
Department Head Signature:	Date:	
P-Card Coordination Team Signature:	Date:	
Finance Director Signature:	Date:	
City Administrator Signature:	Date:	

Complete application and click Submit. Finance will forward to the appropriate individuals for electronic signature.