Purchase or Controlled Value Card Application Instructions

How to complete the form . . .

1. Check type of card requested - Purchasing Card or Controlled Value Card. Then choose a subtype - Standard or Travel Only.
2. List the department name.
3. List your name as it appears on your Social Security Card.
4. List your personal information such as:
   - Billing address (Campus Address)
   - Home phone number
   - Billing phone number (Campus Phone Number)
   - Email address (how most correspondence will be received).
   - Employee Identification Number, Mother's maiden name, & Birth Date. (This information is used for security purposes when contacting Chase in regards to your account).
5. For Controlled Value Card requests, select the maximum value of the card, single purchase limit, and expiration date of the card. For Purchasing Card requests, select the monthly and single purchase limits.
6. Obtain original signatures from department administrators prior to submitting the application.

Contact the Purchase Card Helpline at 740.597.OHIO (6446) for assistance.