



**WESTERN
ILLINOIS
UNIVERSITY**

P-CARD

APPLICATION

FOR PAYMENTNET ACCESS ONLY

Non-Cardholder Agreement

CARDHOLDER INFORMATION

Applicant's Name	
Department Name	
Department Phone Number	
Applicant's E-Mail Address	
PaymentNet Password	Western1 (temporary)
PaymentNet User ID (For Purchasing Use Only)	

PAYMENTNET INFORMATION

Cardholder Access Level (Please Check One)

- 0 – Cardholder access (Views only his/her transactions)
- 1 – Cardholder Approver access (View all Cardholders' transactions within their department)
- 2 – Manager access (Views all Cardholders' transactions within their department and all departments beneath their department)
- 3 – Other – Please give explanation _____

APPROVAL SIGNATURES

<p>_____</p> <p>Applicant Signature & Date</p>	<p>_____</p> <p>Applicant Name (Printed)</p>
<p>_____</p> <p>Fiscal Agent Signature & Date</p>	<p>_____</p> <p>Fiscal Agent Name (Printed)</p>
<p>_____</p> <p>Purchasing Signature & Date</p>	<p>_____</p> <p>Purchasing Official Name (Printed)</p>