Government of Canada | Gouvernement du Canada

GOVERNMENT OF CANADA PURCHASING CARD
CARDHOLDER APPLICATION FORM

FORM P8

élan™

If any of this information is missing or illegible, the form will be returned to the Departmental Card Co-ordinator for completion. There will be a delay in processing application form(s).

CUSTOMER INFORMATION (MANDATORY)

Department ID Number (Elan - assigned)

Cardholder Name (as it is to be Embossed on Card, maximum 19 characters)

Department Name (maximum 19 characters)

Cardholder Mailing Address (maximum 30 characters)

City   **Province**   **Postal Code**

Telephone Number   **Security Number**

Security Password for Card Activation (maximum 20 characters)

Language Indicator: ○ **English**   ○ **French**

CARD TYPE (SELECT ONE ONLY)

○ **Acquisition Card – PST Exempt**   ○ **Card-less Account**

○ **Discreet Card – Non-PST Exempt**

LIMIT, HIERARCHY, AND REPORTING INFORMATION (*INDICATES MANDATORY FIELD)

Monthly Credit Limit*   **Single-purchase Limit**

$ $

Maximum Number of Transactions (if applicable)

Daily   **Weekly**   **Monthly**

Merchant Category Code Restrictions

○ **Company Default**   ○ **No MCC restrictions**   ○ **Other (Customize as per attached list for individual cardholder)**

Reporting Unit Number (up to 7 levels)

Level 1   Level 2   Level 3   Level 4   Level 5   Level 6   Level 7

Employee Fund Centre – for Electronic Reporting (if applicable, maximum 22 characters)

Canada

GOVERNMENT OF CANADA PURCHASING CARD
CARDHOLDER APPLICATION FORM

FORM P8

If any of this information is missing or illegible, the form will be returned to the Departmental Card Co-ordinator for completion. There will be a delay in processing application form(s).

ADDITIONAL COMMENTS / INSTRUCTIONS	

CARDHOLDER NAME

Cardholder Signature

FUND CENTRE MANAGER

Print Name

Fund Centre Manager Signature

CARD CO-ORDINATOR NAME (MANDATORY)

Print Name

Card Co-ordinator Signature

Please fax the completed and signed form to Customer Support at 1-888-974-3464