OLD DOMINION
UNIVERSITY

This Budget Code Addition Request Form should be used to request additional budget codes be added to an established PCard account. Do not use this form when applying for a new PCard. The application form contains a field for budget codes.

Request Date: _____

PCard Last 4 Digits: _____

Grant related budgets and Ledger A budgets cannot be added to the pcard due to additional requirements frequently tied to grants.

To ensure budgets can be appropriately managed, Cardholders must have signature authority for a code to be added to a card account.

Is the Cardholder on the current Master Signature Authority List as having at least "pcard only" authority to make expenditures against this budget code?

☐ Yes

☐ No - Stop.
If Cardholder does not have signature authority, the budget code cannot be added to the card. Request that the Budget Unit Director (BUD) grant authority to the Cardholder prior to submitting this request and include notification from Data Control in the Office of Finance that authority has been granted. https://www.odu.edu/facultystaff/university-business/information-management/data-control/authorized-signature-list

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Signature of Cardholder & Date _____

Department: _____

Cardholder Name (printed): _____

Budget Code(s) Requested for Addition to PCard: _____

PCard Approver name (printed): _____

Signature of Approver/Reviewer & Date _____

PA Notes:

Please scan completed form to pcardadmin@odu.edu and allow 3-5 business days for processing.