

# INFORMATIONAL SHEET | APPLICATION



## APPLICATION

### ENTITY & CONTACT INFORMATION

Entity Name \_\_\_\_\_ EIN# \_\_\_\_\_

Program Admin./Title \_\_\_\_\_ Passcode\* \_\_\_\_\_

Program Admin. Backup/Title \_\_\_\_\_ Passcode\* \_\_\_\_\_

\*Select a four-digit numeric passcode to authenticate the caller.

Physical Address/City/State/ZIP \_\_\_\_\_

Mailing Address (if different from physical) \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email Address \_\_\_\_\_ Fiscal First Month (Ex: YE-January) \_\_\_\_\_

Note:

1. A unique PNC DDA will be established for this program.
2. The EasyProcure billing cycle is based upon 30 calendar days and ends on the 25th of every month.  
Payment terms are 7 calendar days after the end of the cycle.



## PROCUREMENT CARD PROGRAM INFORMATION

1. Do you currently have a procurement or purchasing card program in place? Yes ☐ No ☐
- If yes, a. How many cardholders/accounts do you currently have? \_\_\_\_\_
- b. What is your current monthly spend for the program? \$ \_\_\_\_\_
- c. How long has the program been active (beyond pilot)? \_\_\_\_\_
- d. Is your procurement card program an A/P solution ☐ or a Distributed Card program ☐
2. What are the anticipated uses for the procurement card program? \_\_\_\_\_
3. What is your anticipated annual procurement card program spend volume in dollars? \$ \_\_\_\_\_
4. What total monthly credit limit are you requesting? \$ \_\_\_\_\_
5. Have you already discussed a procurement card program with a PNC Bank representative? Yes ☐ No ☐
- If yes, with whom did you discuss this program? \_\_\_\_\_
6. Which EasyProcure program structure are you enrolling in?
- a. Distributed Card program ☐
- Would you like to have your tax exempt number on your procurement cards? Yes ☐ No ☐
- b. ActivePay (A/P solution) program ☐

**Send completed application to EasyProcure or an authorization letter to transfer from an existing PNC P-card program to EasyProcure: [OhioEasyProcure@pnc.com](mailto:OhioEasyProcure@pnc.com)**

Signature \_\_\_\_\_ Date \_\_\_\_\_

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