EOBOC Requirement Sample:
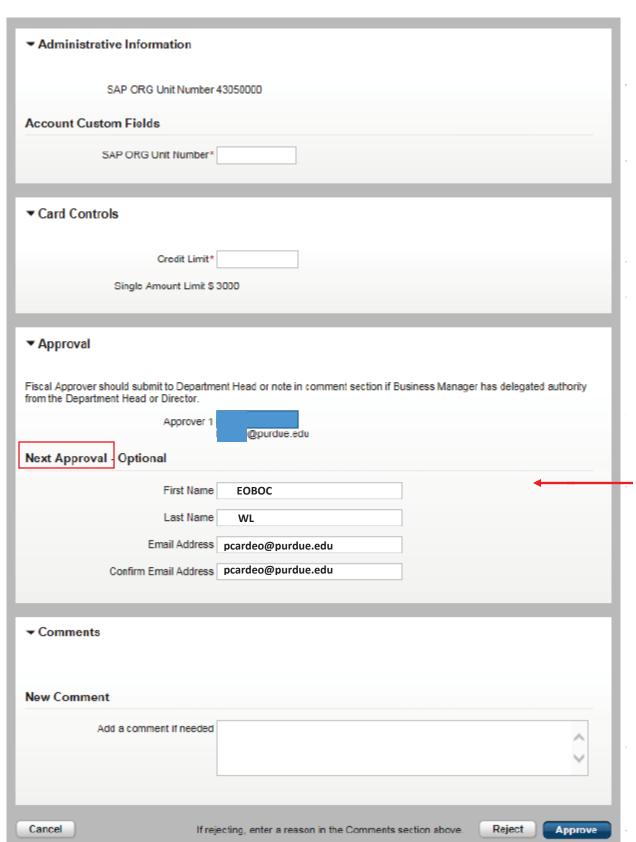
All information provided below is an example of how the application should be filled out for all EOBOC departments.

Name as it Will Appear on Card

First Name on Card* EOBOC 21 Character Limit (First & Last Name including spaces)

Last Name on Card* WL

Account Information

PUID* 1111111111 PUID (0 0 # # # # # # # #)

PaymentNet User ID* 000000 Current Reconciler User ID

Please use 6 zeros as the generic User ID as EOBOC will provide the correct reconciler before approving the application

Account Security

PUID (Last 4 Digits)* 1111 PUID (Last 4 Digits)

Access Code 2 (Formerly Mother's Maiden Name)* EOBOC Responsible Person's Mother's Maiden Name

Any information provided in these sections, as well as the full PUID entered above, should be provided by the responsible person. This information will be required when contacting JP Morgan.

Contact Information

Purdue Email Address* example@purdue.edu Responsible Person's Purdue Email Address

Business Phone Number* 765-000-0000 Responsible Person's Business Phone Number

Mobile Phone Number 765-000-0001 XXX-XXX-XXXX

▼ Cardholder Address (Card Delivery)

Country USA

Street Address* 475 W Stadium Ave USPS CAMPUS ADDRESS (example: 123 Stadium Mall Ave)

City* West Lafayette

State/Province IN

ZIP/Postal Code* 47907

Cards can be mailed directly to home address, if working remotely.

Cancel   Next >

Next, you will come to a review page and then an administrative information section:

Administrative Information

SAP ORG Unit Number* 43050000

Account Custom Fields

Select Campus* West Lafayette ▾

Card Controls

Credit Limit	Enter Credit Limit
Single Amount Limit $* 3000	Enter Single Transaction Amount

Omit from using characters. Only use numerics.

Approval

Fiscal Approver should submit to Department Head or note in comment section if Business Manager has delegated authority from the Department Head or Director.

First Name* Business

Last Name* Manager

Email Address* example@purdue.edu

Confirm Email Address* example@purdue.edu

Email addresses match

This section is where the applicant needs to provide their business manager's contact information.

Comments

Optionally, enter comments to include with your application.

Responsible Person Name: Jane Doe

Since there is no section for "Responsible Person's Name", please provide the name in the comment section for EOBOC's records.

Cancel   < Previous   Next >

The application will then route to the approver via an e-mail:

Administrative Information

SAP ORG Unit Number 43050000

Account Custom Fields

SAP ORG Unit Number * [   ]

Card Controls

Credit Limit * [   ]

Single Amount Limit $ 3000

Approval

Fiscal Approver should submit to Department Head or note in comment section if Business Manager has delegated authority from the Department Head or Director.

Approver 1 [███████████]
            [█████]@purdue.edu

Next Approval - Optional

First Name [EOBOC   ]
Last Name   [WL   ]
Email Address [pcardeo@purdue.edu   ]
Confirm Email Address [pcardeo@purdue.edu]

This section is required for all EOBOC departments. In order for the correct reconciler to be added, the approver (business manager) needs to add **EOBOC** and **pcardeo@purdue.edu** to the application.

Comments

New Comment

Add a comment if needed [   ]

Cancel   If rejecting, enter a reason in the Comments section above.   Reject   Approve