

Government Non-Cardholder Application Package

Non-cardholder Applicant: You must submit your GSA Purchase Card Training certificate, signed Appendix A, and completed application to your Agency's A/OPC for approval.

APPLICANT STEPS:

1. Read the Government Purchase Card Procedures.
2. Sign and date the Appendix A which states you understand and agree to obey the Government Purchase Card Procedures.
3. Take the [GSA Purchase Training](#) applicable to the position.
 - Account Holders/Approving Officials.
 - Agency Program Coordinator.
4. Complete the non-cardholder application below.
5. Email training certificate, signed Appendix A, and completed non-cardholder application to your agency's A/OPC. If approved, agency A/OPC will forward all required documentation to the GSA SmartPay A/OPC support team @ aopcsupport@gsa.gov. The GSA SmartPay A/OPC Support Team will review the documentation and, if appropriate, grant you access to the bank's Electronic Access System (EAS).

GOVERNMENT NON-CARDHOLDER SETUP FORM

SECTION 1

INSTRUCTIONS

1. Non-cardholder applicant completes Section 1 & 2 and signs in Section 4.
2. Indicate request type:

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Agency Program Coordinator

☐

Approving Official

☐

Statement Reviewer

☐

Alternate Approving Official

SECTION 2

NON-CARDHOLDER INFORMATION

First Name

Middle Initial

Last Name

Business Address Line 1

Verification Information (mother's maiden name)

Business Address Line 2

City

State

Zip

Government Email Address

()

Business Phone

()

Mobile Phone

SECTION 3

REPORTING PARAMETERS

Reporting Hierarchy: (9) _____

SECTION 4

NON-CARDHOLDER SIGNATURE

Non-cardholder's Signature _____ Date _____

Full Name

Business Phone

SECTION 5

AGENCY USE ONLY

Agency Name

Date

Full Name of Agency AOPC

Signature of Agency AOPC

Email

SECTION 6

GSA SMARTPAY A/OPC SUPPORT TEAM

Full Name

Signature

Date