



PCard Request Form

University Procurement Cards (PCards) are procurement tools used by authorized individuals to enable certain types of purchases and payments while performing University business. All University PCard transactions must adhere to University purchasing policies.

To be completed by the School/Unit/Department

School/Unit/ Department Name:	Supplier Name:							
Requestor Name:	Supplier Contact Name:							
Requestor Phone:	Supplier Phone:							
Requestor Email Address:	Supplier Address:							
Amount \$	City, State, and Zip Code:							
Description and Business Purpose:								
Justification to use PCard (Include additional attachments, if necessary):								
Frequency of Payment: (Check one box) ☐ One-Time Payment ☐ Monthly ☐ Quarterly ☐ Annually ☐ Other (detail):								
UNIT	DIVISION	ORGANIZATION	LOCATION	FUND TYPE	BUSINESS LINE	ACCOUNT	PROJECT If applicable	TASK

REQUESTOR APPROVAL

DATED

I hereby certify that the request information provided above is accurate and reliable and have been reviewed and approved by the Director or Department Head to proceed.

SIGNATURE OF SCHOOL/UNIT/DEPARTMENT AUTHORIZED FINANCIAL APPROVER

DATED