



REQUEST FOR PCARD PURCHASE

This request is designed for infrequent, small purchases to be charged against the Purchasing department PCard. If you intend to do multiple small purchases, you should designate a PCard holder in your department, and complete the [online application](#). If your transaction requires logging in to a Vendor website, be prepared to log in at the desk of the PCard holder in the Purchasing department.

1. Vendor's name & address (website is acceptable) :
2. Describe items or services being purchased, including individual prices, model/item #s, shipping, and grand total. Relevant information must be attached (*quotes, screen prints, etc.*):

3. Provide allocation for this expense. Use allocations 2 & 3 when splitting between 2 or more funds/accounts:

Allocation #1: Fund: _____ Account: _____ Amount: \$ _____

Allocation #2: Fund: _____ Account: _____ Amount: \$ _____

Allocation #3: Fund: _____ Account: _____ Amount: \$ _____

4. Signatures (*at least two required*). Proper fund manager's name must be on this form.

Requestor:

_____ *Printed name* *Signature* *Date*

Dep't chair/Fund Mgr:

_____ *Printed name* *Signature* *Date*

Fund Mgr./Dean:

_____ *Printed name* *Signature* *Date*

Vice Chancellor:

_____ *Printed name* *Signature* *Date*

Notes: _____

FOR PURCHASING OFFICE USE

CARD PAYMENT DATE:

BOA WORKS TXN #:

CARDHOLDER SIGNATURE: