



**PC-101
PURCHASING CARD
REQUEST FORM**

THIS FORM IS TO REQUEST A PURCHASING CARD FOR USE IN THE PURCHASE OF ALLOWABLE SUPPLIES, SERVICES, EQUIPMENT AND MISCELLANY. ALLOWABLE PURCHASES & OTHER REQUIREMENTS CAN BE FOUND ON THE PROCUREMENT SERVICES WEBPAGE: <https://www.lander.edu/about/offices-departments/procurement-services>

SECTION 1 - REQUESTED BY:

DEPARTMENT NAME: _____ DEPARTMENT INDEX NUMBER(s): _____	Rationale for need: _____ _____
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SECTION 2 – CARDHOLDER:

LAST NAME: _____ FIRST NAME: _____ L#: _____	PHONE #: _____ EMAIL: _____ DEPT CPO BOX #: _____
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SECTION 3 – LIASON FOR CARDHOLDER:

LAST NAME: _____ FIRST NAME: _____ L#: _____	PHONE #: _____ EMAIL: _____
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SECTION 4 – CARD LIMITS (CHOOSE ONE):

\$2,500 SINGLE TRANSACTION LIMIT/ \$5,000 MONTHLY LIMIT

\$5,000 SINGLE TRANSACTION LIMIT/ \$10,000 MONTHLY LIMIT

SECTION 5 – SIGNATURES:

CARDHOLDER SIGNATURE: _____

SUPERVISOR/DEPT. CHAIR SIGNATURE: _____ (PRINT): _____ DATE: _____

COLLEGE DEAN SIGNATURE: _____ (PRINT): _____ DATE: _____

VP/PROVOST SIGNATURE: _____ (PRINT): _____ DATE: _____

Return completed forms to the Office of Procurement Services procurement@lander.edu

SECTION 6 – TO BE COMPLETED BY THE PROCUREMENT SERVICES OFFICE:

CARD ORDERED ___/___/___

TRAINING SCHEDULED ___/___/___

TRAINING COMPLETED ___/___/___