

P-CARD POLICY & PROCEDURES

 LANDER UNIVERSITY	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: _____ _____ _____	
SECTION 2 – CARDHOLDER:		
LAST NAME: _____ FIRST NAME: _____ LH#: _____	PHONE #: _____ EMAIL: _____ DEPT CPO BOX #: _____	
SECTION 3 – LIASON FOR CARDHOLDER:		
LAST NAME: _____ FIRST NAME: _____ LH#: _____	PHONE #: _____ EMAIL: _____	
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 ____/____/____		
Questions should be directed to the Office of Procurement Services at procurement@lander.edu or 864-388-8276		Page ____ of ____