



founded in 1872

LANDER UNIVERSITY

Office of Procurement Services

PROCUREMENT CARD REQUEST

Lander Department Name

Department CPO Box number

Department Banner Index Number

Cardholder name

Cardholder "L" number

Cardholder phone number

Cardholder email address

Liaison for cardholder

Card limits (choose one) \$2,500 single transaction/\$5,000 monthly limit

\$5,000 single transaction/\$10,000 monthly limit

Cardholder Signature

Supervisor/Dept. Chair Signature

College Dean Signature

VP/Provost Signature

Date

**❖ Return completed form to the Office of Procurement Services, CPO 6023, 204
W Henrietta Ave, Building FO**

*****SECTION BELOW TO BE COMPLETED BY THE PROCUREMENT SERVICES OFFICE*****

Card ordered ___/___/_____

Training scheduled ___/___/_____

Training completed ___/___/_____