

# New P-Card Request Form



Please fill out the form, sign and then click on the submit button.

Campus / Department Card

Individual Card

Date of Request: \_\_\_\_\_

Campus /Department: \_\_\_\_\_

Campus / Department #: \_\_\_\_\_

Employee Name: \_\_\_\_\_

Employee ID: \_\_\_\_\_

Monthly Limit: \_\_\_\_\_

Single Transaction Limit: \_\_\_\_\_

Verification ID #: \_\_\_\_\_

(Verification code will be used when contacting Bank of America with any issues, please choose a number you will remember)

Phone #: \_\_\_\_\_

(Needed when contacting Bank of America)

\_\_\_\_\_  
Requestor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor/Director's Signature

\_\_\_\_\_  
Date

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**Purchasing Department Use Only:**

Approved     Denied

Comments if Denied: \_\_\_\_\_

P-Card Ordered:

Date Ordered: \_\_\_\_\_

Training Date: \_\_\_\_\_

Spending Limits: \_\_\_\_\_

\_\_\_\_\_  
P-card Administrator's Signature

\_\_\_\_\_  
Date