



Purchasing Card (P-Card) Request for Purchase

INSTRUCTIONS: This form is to be used to document approval to purchase certain goods/services with a P-Card that requires outside department approval per the University's Procurement Manual. This form should be completed prior to the purchase and uploaded with supporting documentation when reconciling the P-Card Transaction. Failure to provide this documentation may result in suspension or revocation of the P-Card.

Cardholder Information:

Full Name:	_____	Banner ID:	_____
Department:	_____	Division:	_____
Transaction Amount:	_____	FOAP:	_____
Vendor:	_____		

Type of Purchase that Requires Pre-Approval:

IT Related Purchase (ITS Approval)

Advertising (Office Strategic Communication)

Print/Promo Items (Print Shop)

Description of desired purchase (Attach quote or other support):

Approvals:

Cardholder		Date	
Supervisor/Dept Head		Date	
Applicable Commodity Approver (ITS/Print Shop/OSC)		Date	
Chief Procurement Officer		Date	
P-Card Administrator:			
Reviewed		Date	

Routing for Approvals:

ITS	hmolina@uncfsu.edu
Print/Promo items	gwarren2@uncfsu.edu
Advertising/ OSC	cmckinnon1@uncfsu.edu
Chief Procurement Officer	vmcallister@uncfsu.edu
P-Card Administrator	pcards@uncfsu.edu