

Request to use PCard Form

Instructions: This form is required to use the PCard. The **completed** form including all signatures must be uploaded to the Camden Shared Services website. Request for use of the PCard must comply with the University Procurement Policy 20.1.11.

To be completed by the Department:

|  |
| --- |
| Department:  |
| Requester:  |
| Email Address:  |
| Supplier:  |
| Street Address, City, State, and Zip Code:  |
| Amount $ |
| Description and Business Purpose (attach supporting documents):  |
| Justification to use PCard:  |
| UNIT | DIVISION | ORGANIZATION | LOCATION | FUND TYPE | BUSINESS LINE | ACCOUNT | PROJECTIf applicable | TASK |
|  |  |  |  |  |  |  |  |  |

 SIGNATURE OF BUSINESS MANAGER/OR GRANTS ACCOUNTING **(PRINT NAME)** DATE

 SIGNATURE OF THE DIRECTOR/DEPARTMENT HEAD AND TITLE **(PRINT NAME)** DATE

I hereby certify that the request information provided above is accurate and reliable and has been reviewed and approved by the Director or Department Head to proceed and that the use of the Procurement Card is appropriate.

**NOTE:**

**Chancellor’s Office Signature Required for All Requests Outside of Unit 100**

SIGNATURE – Chancellor’s Office (Theresa Fronckowiak) DATE

Updated February 7, 2018