



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: _____ L#: _____ | PHONE #: _____ EMAIL: _____ DEPT CPO BOX #: _____ |
|--|---|

SECTION 3 – LIASON FOR CARDHOLDER:

| | |
|--|------------------------------------|
| LAST NAME: _____ FIRST NAME: _____ L#: _____ | 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