

Valdosta State University

Purchasing Card (pCard) Application

Instructions Please complete Section I in its entirety and submit to Procurement via intercampus mail or sent to pcard@valdosta.edu or sent to Procurement via intercampus mail.

Section I:

Application Date:		Employee Name:	
Employee ID:		Employee Email:	
Position Title:		Supervisor Name:	
Division/College:		Supervisor Email:	
Department/O8 116	Ttmen Budget Manager		
Budget Chart String:		Is this an essential job duty for this Position?	

Provide justification below for requesting a new Cardholder

2) Supervisor:			
3) Dean/Dir./Dept. Head			
For internal Procurement Use Only			
4) pCard Manager:	Traycee Martin		
5) CUPO:			
6) VPFA/CFO:	Traycee Martin		