



PROCUREMENT CARD (PCARD) APPLICATION

PCards are issued at the discretion of the Procurement Manager and/or Controller. Submit fully signed application to RRCC.PCard@rrcc.edu. Upon receipt, the prospective cardholder will be notified of the status via email within 14 business days.

CARDHOLDER INFORMATION

Legal Name: _____
Last First M.I.

Department: _____ Title: _____

RRCC Email: _____ Work Phone: _____

"S" Number: _____ BANNER User ID: _____ Default Org: _____
(If you do not have one, write "New".)

What type of purchases will the procurement card be used for:

Cardholder Signature: _____ Date: _____

APPROVING OFFICIAL (AO)

Approving Official Name: _____

Account Manager Name: _____
(Cardholder or alternate person who is assigned to reallocate PCard transactions in Banner.)

List additional org codes needed for reallocation in BANNER:

I understand each cardholder has the following card limitations unless otherwise requested by myself and approved by the Procurement Manager.

Transaction Limit \$3,500 Daily Transaction Limit 10
Daily Limit \$5,000 Cycle Transaction Limit 50
Cycle Credit Limit \$10,000

AO Signature: _____ Date: _____

PURCHASING USE ONLY

Approved ___ Y ___ N If no, reason _____ Initials _____

MCC Codes: SOC ___ 1 ___ 2 ___ 3 ___ 4 ___ 5 ___ 6 Optional 1: 1350008

Alternate Limits: ___ NA _____ Transaction _____ Daily _____ Cycle

Security/FOMPROF Requested ___ Y ___ NA ___ US Bank ___ Welcome Email

Date Processed _____