

**PROCUREMENT CARD REQUEST FORM**

Department: \_\_\_\_\_ Date: \_\_\_\_\_

New Card Request  / Replacement for (Name) \_\_\_\_\_

Requested Cardholder Information:

Name (as it should appear on card): \_\_\_\_\_

Employee ID Number: \_\_\_\_\_

Position/Title: \_\_\_\_\_

Office Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Purpose of card: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Requested Single Purchase Limit: \$ \_\_\_\_\_ Approved Limit: \$ \_\_\_\_\_

Requested Billing Cycle Limit: \$ \_\_\_\_\_ Approved Limit: \$ \_\_\_\_\_

Requesting Approval for use to purchase Travel and Meals?  or  (check one)

*\*Requires City Manager approval.*

**Note: Department Heads may request card limits for their staff of up to \$1000 per transaction and \$5000 per 30 day billing cycle. The Municipal Code authorizes the Procurement & Contracting Manager (as a designee of the City Manager) to delegate procurements. The amount of such delegated authority for purchases of materials and supplies on a procurement card will vary on a departmental and individual cardholder basis. **Requests for limits higher than those indicated above require supplemental justification** and approval is at the discretion of the Procurement & Contracting Manager and Finance Director, and City Manager, if necessary. Describe below the job duties and responsibilities that justify the higher limits being requested:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Note: P-Cards may be issued to regular employees only that are not on probation. Retired, suspended, temporary, or non-city employees are not eligible.

Requested Cardholder Signature: \_\_\_\_\_

Approving Official Signature: \_\_\_\_\_

Department Head Signature: \_\_\_\_\_

**Required Approvals:**

	<b>Yes</b>	<b>No</b>	
Procurement Manager	<input type="checkbox"/>	<input type="checkbox"/>	_____
Finance Director	<input type="checkbox"/>	<input type="checkbox"/>	_____
City Manager (if necessary*)	<input type="checkbox"/>	<input type="checkbox"/>	_____

*\*City Manager approval is required for cards for Department Heads, and for any card requesting authorization to use the card for Travel and Meals. City Manager approval may also be required for higher transaction limits.*