

# Valdosta State University

## Purchasing Card (pCard) Application

Instructions Please complete Section I in its entirety and Section II (c) 1, 2, and 3. Submit complete application to [pcard@valdosta.edu](mailto: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 |                      |  |  |
|   |                      |  |  |

### Section II:

|          |              |  |
|----------|--------------|--|
| Approver | Printed Name |  |
|----------|--------------|--|