



Department P-Card Application

This form is used to request a department or division (hereafter referred to as department) P-Card and identify the Department P-Card Manager. Complete and sign the form electronically, then email to the Purchasing Department at PCards@lcsc.edu.

Cardholder Information

Department Name (as it will appear on card): _____

Name, Warrior ID, and Email address of individual(s) authorized to use Department Card:

Department P-Card Manager Name, Warrior ID, and Email Address:

Spending Limit

Default GL Account String (Fund, Function, Cost Center)

Monthly Credit Limit:

(Standard limit of \$10,000 for department cards. May request higher limit.)

Policy, Procedures, Training:

All authorized users of Department cards, Department P-Card Managers, and Department heads must review and agree to adhere to all State and institutional policies and procedures, as indicated by signature below.

Policies and procedures can be accessed at (<https://www.lcsc.edu/purchasing/employees/p-card-guidelines/p-card-policy-and-procedures>).

All authorized users of Department cards, Department P-Card Managers and Department heads must receive training prior to card issuance.

Signatures

Department Card Authorized User Signature(s):

Department P-Card Manager Signature:

Department Head Signature:

Purchasing Department Use only

Please use this page for any additional Department Card authorized users.

Name, Warrior ID, and Email address of individual(s) authorized to use Department Card:

Department Card Authorized User Signature(s) continued: