



## New Procurement Card Request (PUR-F022)

Name of Requestor \_\_\_\_\_

School/Department \_\_\_\_\_

Reason for Request:

Number of cards requesting \_\_\_\_\_

Type of credit card requesting:

\_\_\_ Regular (used for purchasing various items)

\_\_\_ Travel – Board Department Card (Travel and Professional Development)

\_\_\_ Hotel – ISA only (Hotel Accommodations for Professional Development)

\_\_\_ Airfare – ISA only (Airfare for Professional Development)

Name as it will appear on card \_\_\_\_\_

Department Head Printed Name \_\_\_\_\_

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

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BUSINESS AFFAIRS USE ONLY

☐ Approved

☐ Denied Reason:

CFO Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Monthly Spending Limit: \_\_\_\_\_

Single Purchase Limit: \_\_\_\_\_

Card(s) Ordered (Date): \_\_\_\_\_

Procurement Officer Initials: \_\_\_\_\_