

# Valdosta State University

## Purchasing Card (pCard) Application

**Instructions:** Please complete Section I in its entirety, as well as Section II, Signatures 1, 2, and 3. Submit complete form to [pcard@valdosta.edu](mailto:pcard@valdosta.edu) or sent to Procurement via intercampus mail.

### Section I:

<b>Application Date:</b>		<b>Employee Name:</b>	
<b>USG Employee ID:</b>		<b>Employee Email:</b>	
<b>Position Title:</b>		<b>Supervisor Name:</b>	
<b>Division/College</b>		<b>Supervisor Email:</b>	
<b>Department/Office</b>		<b>Budget Manager Name:</b>	
<b>Budget Chart String:</b>		<b>Is this an essential job duty for this Position?</b>	
<b>Provide justification below for requesting a new Cardholder.</b>			

### Section II:

Approver	Printed Name	Signature	Date
1) Applicant:			
2) Supervisor:			
3) Dean/Dir./Dept. Head:			
<b>For internal Procurement Use Only</b>			
4) pCard Manager:	Zonnya Lane		
5) CUPO:	Antolina Pilgrim		
6) VPFA/CFO:	Traycee Martin		