

OFFICE OF EDUCATION SERVICES PROCUREMENT CARD REQUEST

The attached form is used when adding new cardholders. The form collects information required to establish an individual's account within the system. The transaction limits and monthly limits are listed. A default company, account, and center and agency signatures are required.

Process

The Agency Card Administrator submits request to the Department Program Administrator for processing.

The proposed cardholder is issued a copy of the Policy and Procedures Manual and is required to sign a Cardholders Enrollment Form and an [Employee Agreement](#). The Agency Head Signature authorizes the cardholder to make purchases within the delegation for the using agency.

The Agency Card Administrator shall maintain all records of credit card requests, limits, cardholder transfers, lost/stolen/destroyed cards, etc.

CARDHOLDER INFORMATION

Cardholder Name: _____

Region: _____

County Code: _____

Cardholder Location Address: _____

Social Security #: _____ Office Telephone #: _____

PURCHASING

Transaction Limit _____ Monthly Limit \$ _____

Type of Purchases _____

Purchasing Card Administrator

Date

FISCAL SERVICES

Company _____ Account _____ Center _____

Agency Head Signature _____ Date _____

() EMPLOYEE AGREEMENT RECEIVED

DATE _____

****Fax Form to Agency Card Administrator