

PROCUREMENT CARD APPLICATION and CHANGE FORM

Each Procurement Card application or change requires approval from the Principal/Department Supervisor. The Procurement Card Program Administrator will review the application and/or change to ensure the applicant's intended usage meets District criteria and will issue a Procurement Card or change authorization when appropriate.

Cardholder Name:		Employee ID#:	
Site/Location:		District E-Mail Address:	@district196.org
Cardholder Signature:		Date:	

When applying for a new account, the Procurement Card Agreement must be read, signed and dated by applicant and submitted to the Procurement Card Program Administrator before a card will be issued.

<input type="checkbox"/>	Regular Card	
	Monthly Dollar Limit:	\$

<input type="checkbox"/>	Declining Balance Budget Card	
	Declining Balance Starting Limit:	\$
	Cash Advances Allowed	No <input type="checkbox"/> Yes <input type="checkbox"/>
	If yes, reason why	
	Cash Advance Limit Amount	\$

<input type="checkbox"/>	Change Existing Card	
	Cardholder Name change:	Monthly or Declining Balance Limit change to:
	Cardholder E-Mail change:	Deactivate card:
	Cardholder Site change:	Other:

As Principal/Department Supervisor, I hereby grant this applicant authorization to apply for or change, and use, the Independent School District 196 Procurement Card. I will review our site budget limitations and Policy 704, Expenditures with the applicant. I agree to review and approve the monthly Procurement Card statements issued to this applicant. If the applicant's employment with the District is terminated, I agree to immediately request return of the Procurement Card and notify the Procurement Card Program Administrator

Primary Budget code for this Cardholder:			
Principal/Dept. Supervisor Signature		Date:	

*******The following to be completed by the District Finance Department*******

Program Administrator Approval & Date:		Agreement Received:		Ordered:	
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