



P-Card Application

This form is used to request an individual or department P-Card and identify the P-Card Manager. Complete and sign the form electronically, then email to the Purchasing Department at PCards@lcsc.edu.

Cardholder Information

Individual Card Request

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

Cardholder Warrior ID and Email address: _____

Department Card Request

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

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

P-Card Manager Name and Email Address: _____

A Department Card must have a P-Card Manager. An individual card may have a P-Card Manager, or the cardholder may manage their own P-Card.

Spending Limit

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

Monthly Credit Limit:

(Standard limit of \$5,000 for individual cards; \$10,000 for department cards. May request higher limit.)

Purchasing

500 8th Avenue, Lewiston, ID 83501 • Phone: (208) 792-2288 • Purch@lcsc.edu

Policy, Procedures, Training:

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

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

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

Signatures

Individual Cardholder Signature:

Department Card Authorized User Signature(s):

Department P-Card Manager Signature:

Department/Division Head Signature:

If the P-Cardholder is a Department/Division Head, signature of their respective Dean, Vice President or President (for direct reporting units) is required.

Dean, Vice President or President Signature:

Purchasing Department Use Only

P-Cardholders, P-Card Managers, authorized users of Department cards, and Dept/Div heads, names and dates of training completion.