

LEWIS-CLARK STATE COLLEGE

P-Card Application



Please print clearly. Missing or illegible information slows the P-Card-ordering process.

A P-Card is provided to full time employees for official College business only. P-Cardholders are required to adhere to purchasing policy. P-Card purchases are subject to audit to ensure compliance with State and Institutional policies and procedures.

State of Idaho Agency Name or Division: LEWIS-CLARK STATE COLLEGE

P-Cardholder Name _____ Warrior ID # _____
Legal Name as it appears on Employee Records – maximum 20 characters

Department _____ Job Title _____

P-Cardholder E-mail _____ Extension _____

Department P-Card Manager: _____ Email: _____
Department P-Card Manager receives email copy of statement & processes allocation of P-Card charges

Default Account Number _____
This default account number will be charged for P-Card purchases in the event allocation is not received by designated due date. Grant, Appropriated or Club funds may not be designated as a default.

→ **Signatures required for P-Card authorization: (Cardholder, Dept head or Dean, & VP or President)**

P-Cardholder Signature _____

Name & Title Authorizing P-Card: (Dept Head, Dean & President, or V.P. as applicable)

Signature _____ Title _____ Date _____

Signature _____ Title _____ Date _____

Signature _____ Title _____ Date _____

Internal Use Only

Received _____ Ordered _____ By _____

P-Card Administrator Signature: _____ Date: _____