

# 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

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Received \_\_\_\_\_ Ordered \_\_\_\_\_ By \_\_\_\_\_

P-Card Administrator Signature: \_\_\_\_\_ Date: \_\_\_\_\_