



Department P-Card Application

This form is used to request a department or division (hereafter referred to as department) P-Card and identify the Department P-Card Manager. Complete and sign the form electronically, then email to the Purchasing Department at Purch@lcsc.edu.

Cardholder Information

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

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

Department P-Card Manager Name, Warrior ID, and Email Address:

Spending Limit

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

Monthly Credit Limit:

(Standard limit of \$5,000 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 authorized users of Department cards, Department P-Card Managers, and Department 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/policy-and-procedures) can be accessed at
<https://www.lcsc.edu/purchasing/employees/policy-and-procedures>.

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

Signatures

Department Card Authorized User Signature(s):

Department P-Card Manager Signature:

Department Head Signature:

Purchasing Department Use only

Please use this page for any additional Department Card authorized users.

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

Department Card Authorized User Signature(s) continued: