



Individual P-Card Application

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

Cardholder Information

Individual Card Request

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

Cardholder Warrior ID and Email address:

P-Card Manager Name, Warrior ID and Email address:

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; May request higher limit.)

Purchasing

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

Policy, Procedures, Training:

All P-Cardholders, P-Card Managers, and Supervisors of P-Cardholders must review and agree to adhere to all State and institutional policies and procedures, as indicated by signature below.

[Policies and procedures](#) can be accessed at:

<https://www.lcsc.edu/purchasing/employees/policy-and-procedures>.

All P-Cardholders, P-Card Managers and Supervisors of P-Cardholders must receive training prior to card issuance.

Signatures

Individual Cardholder Signature:

P-Card Manager (if applicable) Signature:

P-Cardholder's Supervisor Signature:

Purchasing Department Use Only