

# Valdosta State University

## Purchasing Card (pCard) Application

**Instructions** Please complete Section I in its entirety and Section II (c) 1, 2, and 3. Submit complete to [pcard@valdosta.edu](mailto:pcard@valdosta.edu) or sent to Procurement via intercampus mail.

### Section I:

Application Date:		Employee Name:	
Employee ID:		Employee Email:	
Position Title:		Supervisor Name:	
Division/College:		Supervisor Email:	
Department/O8 116	Ttmen Budget Manager		
Budget Chart String:		Is this an essential job duty for this Position?	
Provide justification below for requesting a new Cardholder			

### Section II:

Approver	Printed Name	
----------	--------------	--