



Appendix A

REQUEST FOR ISSUANCE OF MT. SAC PROCUREMENT CARD

Permanent employees who have passed the probationary period are eligible to receive a P-Card with approval of the President/Vice President of the area and the Vice President, Administrative Services. To receive a P-Card, submit a completed and approved *Request for Issuance of Mt. SAC Procurement Card* to the Purchasing Department. After submission of the approved request, Purchasing will schedule the training. Upon completion of training and signing of the *Procurement Card Policies and Procedures Contract*, Cardholders will receive their P-Card.

Profile and Expenditure Limits

The District has set the following profiles and monthly expenditure limits. Selection should be based on the department's historical monthly needs and will be reviewed for appropriateness.

Profiles: (Check all that apply)

☐ Supply ☐ Travel

Monthly Dollar Limits: (Check one)

☐ \$1,000 ☐ \$2,500 ☐ \$5,000 ☐ \$10,000

On reverse side:

Enter employee's name and Banner employee ID number.

Indicate the name of the Department or Division of the employee.

List the direct telephone number and email address of the employee.

Enter the accounting distribution Fund, Organization, and Program to which transactions will be expended against as the default.

Enter the employee's alternate for reviewing and allocating procurement card transactions.

Enter the approving manager responsible for reviewing and approving procurement card transactions.

Enter the approving manager's designee (alternate) for reviewing and approving procurement card transactions.

All requests must be signed by the employee/cardholder and the alternate, the Department Dean/Director, and the President/Vice President of the area. In addition, requests for cards to be issued to College employees requires the signature of the Vice President, Administrative Services.

Name: _____ Banner ID : _____

Department: _____ Phone No.: _____ Email: _____

Default Account Distribution: _____ Fund _____ Org _____ Program _____

Cardholder's Designated Alternate: _____

Approving Manager's Name: _____

Approving Manager's Alternate: _____

Authorized Signatures:

Employee/Cardholder: _____ Cardholder's Designee: _____

Department Dean/Director: _____

President/Division Vice President: _____

Vice President, Administrative Services: _____

For Fiscal Services Use Only: (When completed return to Purchasing)

Fiscal Services Review:

Associate V.P., Fiscal Services

Default Account Review:

Employee/Banner ID created in FOMPROF:

(Initial)

(Date)

(Initial)

(Date)

Division No

Dept. No

For Purchasing Use Only:

Employee Set Up in FTMCARD:

Initial

(Date)