



## 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:

1. Enter employee's name and Banner employee ID number.
2. Indicate the Department or Division of the employee; phone number; and email address.
3. Enter the accounting distribution Fund, Organization, and Program to which transactions will be expended against as the default.
4. Enter the name of the person designated as the Cardholder's backup for reviewing and allocating procurement card transactions
5. Enter the email address of the Cardholder's backup.
6. Enter the approving manager responsible for reviewing and approving procurement card transactions.
7. Enter the approving manager's 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.

1. Name: \_\_\_\_\_ Banner ID : \_\_\_\_\_
2. Dept./Div.: \_\_\_\_\_ Phone No.: \_\_\_\_\_ Email: \_\_\_\_\_
3. Default Account Distribution: Fund \_\_\_\_\_ Org \_\_\_\_\_ Program \_\_\_\_\_
4. Name of Cardholder's Backup for Allocating Transactions: \_\_\_\_\_
5. Email Address of Cardholder's Backup: \_\_\_\_\_
6. Approving Manager's Name: \_\_\_\_\_
7. Approving Manager's Alternate: \_\_\_\_\_

**Authorized Signatures:**

- Employee/Cardholder: \_\_\_\_\_
- Cardholder's Backup for Allocating Transactions: \_\_\_\_\_
- Department Dean/Director: \_\_\_\_\_
- President/Division Vice President: \_\_\_\_\_
- Vice President, Administrative Services: \_\_\_\_\_

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

Fiscal Services Review: _____ Chief Compliance and College Budget Officer			
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)