REQUEST FOR PROCUREMENT CARD
EXHIBIT #1

TO: Deena Nichols, Purchasing Agent and Procurement Card Program Coordinator

FROM:_____
Department Name Department Number

SUBJECT: Request for Procurement Card

I request the following employee be issued a County Procurement Card for the following purpose:

- ☐ Purchase of Fuel the type of which is required by the County Vehicle assigned and which cannot be obtained at a County fueling station.
- ☐ Purchase of Fuel for as assigned County Vehicle while traveling on County Business in an area not serviced by the County fueling stations.
- ☐ Purchases related to travel for approved County business
- ☐ Other approved County purchases with written authorization from the County Purchasing Agent.

Full Name of Employee (print):_____

Employee Signature:_____

Employee Title:_____

Suggested Daily Transaction $ Limit: _____

Suggested Monthly Transaction $ Limit: _____

Restrictions/Special Instructions:_____

_____

REQUESTED BY: _____ Date: _____
Signature of Elected Official/Department Head

APPROVED BY: _____ Date: _____
Signature of Purchasing Card Administrator

Copy: Designated Cardholder
Elected Official/Department Head