



### PROCUREMENT CARD (PCARD) APPLICATION

PCards are issued at the discretion of the Procurement Manager and/or Controller. Submit fully signed application to [RRCC.PCard@rrcc.edu](mailto:RRCC.PCard@rrcc.edu). Upon receipt, the prospective cardholder will be notified of the status via email within 14 business days.

#### CARDHOLDER INFORMATION

Legal Name: \_\_\_\_\_  
Last First M.I.

Department: \_\_\_\_\_ Title: \_\_\_\_\_

RRCC Email: \_\_\_\_\_ Work Phone: \_\_\_\_\_

"S" Number: \_\_\_\_\_ BANNER User ID: \_\_\_\_\_ Default Org: \_\_\_\_\_  
(If you do not have one, write "New".)

What type of purchases will the procurement card be used for:

\_\_\_\_\_  
*Cardholder Signature:* \_\_\_\_\_ *Date:* \_\_\_\_\_

#### APPROVING OFFICIAL (AO)

Approving Official Name: \_\_\_\_\_

Account Manager Name: \_\_\_\_\_  
*(Cardholder or alternate person who is assigned to reallocate PCard transactions in Banner.)*

List additional org codes needed for reallocation in BANNER:

\_\_\_\_\_

I understand each cardholder has the following card limitations unless otherwise requested by myself and approved by the Procurement Manager.

Transaction Limit \$3,500      Daily Transaction Limit 10  
Daily Limit \$5,000            Cycle Transaction Limit 50  
Cycle Credit Limit \$10,000

AO Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### PURCHASING USE ONLY

Approved \_\_\_ Y \_\_\_ N    If no, reason \_\_\_\_\_    Initials \_\_\_\_\_

MCC Codes: SOC \_\_\_ 1 \_\_\_ 2 \_\_\_ 3 \_\_\_ 4 \_\_\_ 5 \_\_\_ 6    Optional 1: 1350008

Alternate Limits: \_\_\_ NA \_\_\_\_\_ Transaction \_\_\_\_\_ Daily \_\_\_\_\_ Cycle

Security/FOMPROF Requested \_\_\_ Y \_\_\_ NA    \_\_\_ Welcome Email \_\_\_\_\_ Date Processed