



# P-Card Request Form

Washington County School District Purchasing Cards (P-Cards) are used for approved District purchases not to exceed single transaction and monthly cycle limits. Only eligible District expenses may be charged to the P-Card; personal purchases are strictly prohibited; all P-Card transactions must be supported by original proof of purchase or credit documentation; and all transactions must be approved by a person other than the cardholder.

All P-Cards are the property of Washington County School District. If a card is lost or stolen, immediately notify US Bank Customer Service (**800-344-5696**), and your Finance Secretary. Improper or fraudulent use of the P-Card will result in disciplinary action, including possible termination.

All cards are issued to individual employees. The use of the card by someone other than the cardholder will result in a loss of the card privileges.

## Cardholder Information

\_\_\_\_\_  
First Name

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
M.I. (Optional)

\_\_\_\_\_  
Preferred First  
Name if  
Different

\_\_\_\_\_  
Transaction Limit

\_\_\_\_\_  
Monthly Limit

\_\_\_\_\_  
Department /  
School

The default transaction limit is \$500, and the default monthly limit is \$1,000. The maximum that the transaction limit can be set is \$999. Limits can be increased temporarily with proper approval and documentation.

Please issue a P-Card to the employee listed on this request form. I understand that this acts as prior approval for all District expenses made using their card for my Department/School only.

Is this employee shared between locations? Y/N

Is this employee transferring to your school? Y/N

If Yes to either question, where \_\_\_\_\_

\_\_\_\_\_  
Principal Name (Printed)

\_\_\_\_\_  
Principal Signature

\_\_\_\_\_  
Date