

Wakulla County School District
P-Card Authorization Form

Section A

School/Department		Center#	
Requester's Name		Location	
Vendor Name		Vendor #	
Trans#		Request #	
Date			
Description (Please list items, quantity, price per item, location to be used, purpose of items or service, etc.)			

Total Price \$5,000 or over? (If yes please fill out section B and forward to finance for approval)

Section B

Purchases between \$5,000-\$14,999.99 - Two (2) or more verbal quotes are needed. Verbal quotes must include: Name of person contacted, name of business, phone number, date and time of contact, price quoted for equivalent item(s) or service(s). Purchases between \$15,000 - \$49,999.99 require two (2) or more written quotes. Once quotes are provided this form and attached quotes must be sent to finance for approval. Some items and services may be exempt. Check list to determine exemption. Please provide quote information below.

Exemptions		Contract#	
Quote 1/ Other		Quote 2	

Finance Use Only

Section C

Fund	Function	Object	Center	Project	Program	Amount

Additional Notes

Card Approver Signature _____	Date _____
Card Manager Signature _____	Date _____
Card User Signature _____	Date _____
Receiving Signature _____	Date _____