

INDEPENDENT SCHOOL DISTRICT 196  
 Rosemount-Apple Valley-Eagan Public Schools  
*Educating our students to reach their full potential*

## PROCUREMENT CARD APPLICATION and CHANGE FORM

Each Procurement Card application or change requires approval from the Principal/Department Supervisor. The Procurement Card Program Administrator will review the application and/or change to ensure the applicant's intended usage meets district criteria and will issue a Procurement Card or change authorization when appropriate.

Cardholder Name:		Employee ID#:	
Site/Location:		District E-Mail Address:	

### FOR NEW CARD APPLICATION USE ONLY:

Monthly Dollar Limit:		One Time Purchase Limit:	
Default Accounting Code:			
Cardholder Signature:		Date:	
<i>When applying for a new account, the Procedure Card Agreement form must be read, signed and dated by the Applicant and submitted to the Procedure Card Program Administrator before a card will be issued.</i>			

### FOR CHANGE TO AN EXISTING CARD USE ONLY:

Cardholder's Name Change:		Change Single Purchase Limit to:	
Change Monthly limit to:		Deactivate card: (Include date of deactivation):	
Cardholder Site Change:		Other:	
<b>Reason/Rationale for requested change:</b> Temporary: dates to cover increase Permanent: Spending change since original application			
<i>Principal/ Department Supervisor, I hereby grant this applicant authorization to apply for or change, and use, the Independent School District 196 Procedure Card. I will review our site building limitations and Policy 704 Expenditures with the applicant. I agree to review and approve the monthly Procedure Card statements issues to this applicant. If the applicant's employment with the district is terminated, I agree to immediately return the Procedure card and notify the Procedure Card Program Administrator.</i>			
Principal/Dept. Supervisor Signature:		Date:	

\*\*\*\*\* The following is to be completed by the District Finance Department\*\*\*\*\*

Program Administrator Approval & Date:		Agreement Received:		Card Ordered:	
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