



SOUTH BEND COMMUNITY SCHOOL CORPORATION

P-CARD USAGE REQUEST

ALL P-CARD USAGE REQUESTS MUST BE JUSTIFIED BY A FINANCIAL PLAN

Use this form to request case-by-case purchases using a District P-Card. Fill in the form completely then submit to the Purchasing Director for review and approval. Once the Purchasing Director has approved, the form will be sent to the Operations Manager for processing and to assign a P-Card.

Requestor's Name: _____ **E-mail:** _____

Requestor's Department & Building Location: _____

Vendor/Business Name(s): _____

Item(s) to be Purchased: _____

Total Amount of Request: (include all charges including shipping & handling) \$ _____

Specific Fund line/s for Payment: (example: 24-123-4-0000-12345-12345-1234 at 50% & 24-456-4-0000-67890-67890-6789 at 50%)

Note: _____

I, the requestor, acknowledge that I am responsible for identifying the funding source that will pay for all charges I make to the P-Card. I understand that no purchase shall be made unless funds are currently available to pay for the items upon invoicing from JP Morgan. I understand that I am not permitted to use the P-Card to purchase any items not listed and approved on this form. I attest that I have funds identified and available to pay for these charges upon receipt. I understand that I need to complete the Procurement Card Expenses form after purchases are complete. I understand I need to provide all receipts.

Requested by: _____ **Date:** _____

Purchasing Director: _____ **Date:** _____

☐ **Approved** ☐ **Denied** **Reason:** _____

Operations Manager: _____ **Date:** _____

☐ **Approved** ☐ **Denied**

Last 4 of P-Card: _____