

The purchasing card program delegates the authority and capability of purchasing low dollar items directly to designated cardholders, allowing them to purchase goods and services faster and easier than before. The program authorizes the use of a purchasing card for individual transactions up to and including \$10,000.00. Requests for Approval for charges over \$10,000.00 need to be detailed below and approved by the Director of Purchasing prior to making the purchase.

Date: _____

Department Name: _____ Department Number: _____

Requestor's Name: _____ Requestor's Phone Number: _____

Suppliers who submitted bids (Company Name, Contact if possible, and telephone/fax number), if bids were not received, an Alternate Procurement Request form must be filled out, signed and attached.

Vendor	Contact	Phone/Fax	Bid #

Line Item Number	Quantity	Unit of Measure	Complete Description & Catalog # if available	Unit Cost	Total Cost

Account	Fund	Dept	Program	Project #	Encumbered Amount
Total Encumbered Amount:					

Copies of all bids must be retained in the Requesting Department's files. Please attach a signed copy of this form with the cardholders Purchasing Card Record along with the receipt.

Will the cardholders credit limit need to be increased for this purchase? Yes- *The increase be temporary.*
 No

If yes, you must complete the following information and have it signed:

Per Transaction Limit: _____ Monthly Limit: _____

Start Date: _____ End Date: _____

Requesting Department Date

Department Director/Supervisor Date

Director of Purchasing Date

Please print

Route this form to :
Purchasing Department
Old Main 17
Phone (701) 231-7462
Fax (701) 231-7050