SENECA COLLEGE OF APPLIED ARTS AND TECHNOLOGY

PURCHASING CARD REQUEST

INCLUDING INCREASES TO P-CARD LIMIT(S)

 (PLEASE PRINT CLEARLY)

CARDHOLDER NAME:

DEPARTMENT:

CAMPUS: EXT.:

CHARGE TO\*: - - -

 Account Responsibility Centre Campus Fund

PURPOSE OF REQUESTING A CARD

(I.E.: PROVIDE EXAMPLES HOW/WHAT CARD WILL BE USED FOR):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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CARD WILL HAVE A PER TRANSACTION LIMIT OF $1,000 AND A MONTHLY LIMIT OF $5,000. IF CHANGE IN LIMIT(S) IS REQUIRED, STATE THE AMOUNT(S) AND REASONING:

­­­­­­­­­­­­­­­­­­PER TRANSACTION: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_MONTHLY: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

REASON: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

IMMEDIATE SUPERVISOR: NAME & TITLE

 SIGNATURE

VICE PRESIDENT APPROVAL:

 SIGNATURE

# FORWARD COMPLETED DOCUMENT TO

PROCUREMENT - MARKHAM CAMPUS

FOR INTERNAL USE ONLY:

AUTHORIZATION TO ISSUE AND WITH LIMITS INDICATED:

DIRECTOR, FINANCE APPROVAL:

 SIGNATURE