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):

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

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

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