



New P-Card Application Questionnaire

APPLICANT INFORMATION:

Applicant Name:	
Applicant Department:	
Approver 1:	
Approver 2:	

QUALIFICATIONS:

All of the following criteria must be met in order to qualify as a University P-Card holder:

	CRITERIA	TRUE	FALSE
1.	Employment status: Applicant is a full-time employee.		
2.	Previous P-Card suspensions: The applicant has never had a P-Card terminated for non-compliance.		
3.	ePro Requester training: The applicant is currently a trained ePro requester and is familiar with the Purchasing guidelines.		
4.	Approval responsibilities: The approver listed on the P-Card Application has fewer than 10 cardholders whose transactions the supervisor is responsible for approving.		

DESCRIPTION OF NEED:

All sections below must be filled out:

Describe the types of products and/or services for which the p-card will be used:

Describe why another procurement channel would not be an effective method for purchasing the products and/or services listed above:

Describe why the use of an existing P-Card would be unfeasible:
