



OKLAHOMA PANHANDLE STATE UNIVERESITY

P-Card Request Form

Name of Employee to issue new card to: _____

Department _____

Department Account code _____

Supervisor or Dean's Signature _____

Vice President Signature _____

Date of Request _____

Return Completed Form to Purchasing Coordinator - SL 125B

OFFICE USE ONLY

Signature of Purchasing Director _____

Date request was sent to Bank of America _____

Date new card received _____

Date Training was provided _____