

HORRY GEORGETOWN TECHNICAL COLLEGE

Request for Purchasing Card

In order to receive a Horry Georgetown Technical College Purchasing Card (P-card) you must be a full time employee. This form must be completed, signed and forwarded to the Procurement Office. Once this application has been received and approved, the card will be ordered from Bank of America. The designated departmental supervisor and cardholder will be contacted when the card arrives. Card holder will be asked to review the SC State policies for use of the P-card. This information is accessible via a brochure provided by the College's Procurement Department. Maximum transaction limits are \$999.00 per purchase and \$2,500.00 per month for each card. On occasion, considerations will be made for an increased allowance if justified by the Purchasing Manager. **This card is never to be used for food or travel.**

Date: _____

Department: _____

Cardholder's Name: _____

Cardholder's SS # _____

Cardholder's HGTC ID#: _____

Cardholder's HGTC Address: _____

(Include Bldg. No. and Room No.)

Cardholder's Campus Phone #: _____

Cardholders E-mail Address: _____

Default Banner Org. # and Account # _____

To be assigned to card: _____

Signature of Card Holder Date

AVP, Dean or Department Manager Date

Procurement Manager Date

VP Finance and Business Affairs Date

To Be Completed By Purchasing

Account Coordinator's Name	
Account Coordinator's Campus Phone Number	
Account Coordinator's e-mail Address	
Transaction Limit - \$	Monthly Limit - \$

The P-Card is to be used only to make purchases at the request of and for the legitimate business benefit of Horry Georgetown Technical College.

The P-Card must be used in accordance with the provisions of the P-Card Program State Guidelines and in accordance with the P-Card policies and procedures established by the College.

Violations of these requirements may result in revocation of use privileges and/or disciplinary action, up to and including termination of employment. Employees who are found to have inappropriately used the P-Card will be required to reimburse the College for all costs associated with such improper use.

Please note that the SC State Comptroller General's Office publishes a website called SC State Transparency Spending Report. This report shows all State employee P-Card holders names and detailed transactions on a monthly basis. Please be mindful of your expenditures as it will appear on this report.

Cardholder Name: _____

P-Card Number: _____

Expiration Date: _____

Transaction Limit: _____

Monthly Credit Limit: _____

If transaction limits or monthly limits exceed the maximum limits allowed by the State, what is the justification for need: _____

I have read and will comply with procedures outlined in the P-Card Manual.

Cardholder Signature

Date

P-Card Administrator

Date