

Commonwealth of Virginia Corporate Purchasing Card Request
Norfolk State University
Department of Procurement Services

Date of Request: _____

To: Anthony E. Cannon
Program Administrator

From: _____

Department: _____

Budget Code(s): _____

A purchasing charge card is hereby requested for the following employee under my supervision
(Please print or type all information as requested below).

Name as it should appear on the card: _____
(Please Print Clearly)

Mailing Address: _____

City _____ State _____ Zip Code _____

Employee's Work Phone: (_____) _____

Employee's Email: _____

Employee's Date of Birth (MM/DD/YY): _____
(Date of Birth is required for the cardholder's Security Code with GE MasterCard)

I hereby certify that I have examined this employee's duties and estimate that the purchasing card will be used for approximately _____ transactions per month at a dollar value range of \$ _____ to \$ _____ per transaction **(attach analysis)**.

[NOTE: A "transaction" is one order placed with a vendor who accepts the card.]

Based on these estimates, I am requesting limits of **\$ 2,000.00** per transaction (not to exceed \$2,000) and **\$ 5,000.00** total per month (not to exceed \$5,000) be placed on this card. I will examine this cardholder's activity at least annually and provide written recommendations regarding limit changes.

I further certify that I will review and approve this cardholder's transactions and supporting documentation on a monthly basis.

Requesting Authority Printed Name

Requesting Authority Signature

Date

Supporting Documentation Attached

DO NOT WRITE BELOW THIS LINE

Approved by Program Administrator: _____ Date _____

Date Turbo file submitted to DOA: _____