

**DEPARTMENT REASON
FOR
PCARD REQUEST**

Attachment: Email to Financial Officer for New Cardholder

The purpose of this form addresses UC system-wide requirements for departments to explain the need for the Procurement Card(s). UCR has modified the PCard (Hybrid) to allow *Airfare and Hotel that's in compliance* with UCR established Campus Policy #750-70, Low Value Purchase Authority (LVPA), and UC Travel Policy (G-28). Please respond to this email, identifying the Departments applicable reason(s) for requesting a card for:

_____ Cardholder Name

Place an X next to all that apply:

_____ Pcard use for non-restricted products/services will be more efficient than using DAPOs.

_____ The card will replace the use of Petty Cash and Reimbursements.

_____ We often use vendors that will not accept DAPOs, but will accept a credit card. *Reference: Pcard Restricted Items List – Contact PCA for assistance.

_____ Pcard use will be used to pay cell phone invoices.

_____ This employee works off-campus at a remote-site and makes *appropriate* purchases for the department unit(s).

_____ Paying Airfare/Hotel within established UC Policy G-28 guidelines. See UCR Accounting website.
**Note: This is identified as pre-paid.*

_____ This will be a card less account only used with specified vendors as coordinated with Procurement Services

_____ Other (Please Explain) _____

Signature: _____ Title: _____
Department Head or Financial Officer (*This must be the same signature appearing on the Pcard Application Form*)

Thank you!

Dana Allen

Procurement Card Administrator
Procurement Services