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