



Procurement Services

Procurement Services, 210 Tillman Hall, Rock Hill, SC 29733

Request for Procurement Card

In order to receive a Winthrop University Procurement Card, this form must be completed, signed, and forwarded to the Procurement Card Program Administrator, Procurement Services, 210 Tillman Hall. Once this application has been received and approved, the card will be ordered from Bank of America. The cardholder will be contacted when the card arrives. **Default limits are \$1,500.00 per transaction and \$5,000.00 per month per card unless prior approval is given by the Procurement Department.¹**

Department	
Cardholder's CWID	W
Cardholder's Name (as it should appear on the card)	
Cardholder's Winthrop Address – address for US mail	
Cardholder's Campus Phone #	
Cardholder's Email	
Default Banner General Ledger Codes to be assigned to card (Index Code)	
Banner (defaults to Office Supplies unless otherwise stated) Acct Code	
Liaison's Name	
Liaison's Phone #	
Liaison's Email	
Justification for card	

Supervisor (see note ² below) Date

Dept Head **or** Director **or** Dean **or** VP Date

Pcard Program Administrator Date

²All monthly reconciliation documents must be reviewed by each cardholder's immediate supervisor, and the VISA statement must be signed by the cardholder and the cardholder's immediate supervisor. Supervisors, please note that your signature on the card statement denotes your successful review of the card statement and all supporting documentation attached.

¹ Winthrop University's standard limits. However, dollar limits can be designated on a per card basis *Contact the Procurement Card Administrator at 2143.*

Transaction limit: _____ Monthly limit _____

This form is maintained by [Procurement](#), and can be downloaded at the following web site address:

<http://www.winthrop.edu/procurement/app.doc> completed forms can be sent to purchasing@winthrop.edu or sent via campus mail.