



PINAL COUNTY FINANCE PROCUREMENT CARD REQUEST

To request a new or revised Procurement Card or enroll in the web order program, complete the following:

New Card Request (check all that apply)	
Procurement and travel	
Procurement only	
Web order program	

Current Card Holder (check all that apply)	
Limit Change	
Add travel	
Remove travel	

Employee Name (As it will/does appear on card)			
Title			
Department			
Telephone			
Email address			
Requested Monthly Limit (includes travel, if applicable)	\$	Single Transaction Limit - \$5,000 Max	\$

Web Order Program			
Website login Requested? (X= Yes)	Type of Supplies Supplier Name	For Finance Use Only	
		Date Requested	Date Setup
	Office and Copier Supplies, Office Paper (Wist/Staples/Vision)		
	Janitorial Supplies (Waxie)		
	Industrial Supplies (Grainger)		
	IT Equipment/Supplies (Gov Connection/CDW)		
	Medical Supplies (McKesson)		

Requester's Signature: _____ Date _____

Supervisor Signature: _____ Date _____

Department Director
Or Elected Official: _____ Date _____

Finance Director: _____ Date: _____

Default Account: _____ (to be used by Finance to pay card expenses if no alternate account is provided. List Cost Center and if needed, sub-ledger code)

**Send completed form to: Elizabeth Zink, P-card Administrator
Pinal County Finance, (520) 866-6667**