



# New P-Card Application Questionnaire

## APPLICANT INFORMATION:

<b>Applicant Name:</b>	
<b>Applicant Department:</b>	
<b>Approver 1:</b>	
<b>Approver 2:</b>	

## QUALIFICATIONS:

All of the following criteria must be met in order to qualify as a University P-Card holder:

	CRITERIA	TRUE	FALSE
1.	<b>Employment status:</b> Applicant is a full-time employee.		
2.	<b>Previous P-Card suspensions:</b> The applicant has never had a P-Card terminated for non-compliance.		
3.	<b>Training:</b> The applicant is currently a trained ePro requester or completed Purchasing 101 in DevelopWest and is familiar with the Purchasing guidelines.		
4.	<b>Approval responsibilities:</b> The approver listed on the P-Card Application has fewer than 10 cardholders whose transactions the supervisor is responsible for approving.		

## DESCRIPTION OF NEED:

All sections below must be filled out:

Describe the types of products and/or services for which the p-card will be used:

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Describe why another procurement channel would not be an effective method for purchasing the products and/or services listed above:

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Describe why the use of an existing P-Card would be unfeasible:

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