

This form must be properly completed before a PCard can be issued. Complete all fields in Section A and B.

**Cardholder First Name**

**Last Name**

**Cardholder Title**

**Employee ID**

Is this cardholder replacing an existing or previous cardholder?

Yes  
No

\*If yes, provide the name of this cardholder:

Is this employee an "AFFILIATE"?

Yes      No

**Card Request Justification**

**Department**

**Dept #**

**Mail Code**

**GT Street Address, City, State, Zip**

**Georgia Tech Phone Number**

**Email**

**Authorization Controls**

**\$\$ Cycle Limit (Monthly)**

**\$\$ Single Transaction Limit**

**Does the Cardholder qualify for a card designation? Check one, if applicable.**

**Research**  
**IT Maintenance**  
**Study Abroad**

**Professional Ed**  
**Facilities Maintenance**

**Print Approver's Name**  
(Dept Head, VP, or Dean)

**Title**

**Approver's Signature**

**Date**

**Georgia Tech PCard Administrator Approval**

**Date**

**Georgia Tech CFO Approval**

**Date**

**CFO Exec Admin Approval**

Per State Policy, Pcard transaction approvers cannot be subordinates of cardholders for whom they are responsible.

Pcard transactions in Workday are approved by the PCard Cost Center manager to whom the cardholder has allocated his/her transaction.

In order to maintain compliance with state policy, no card may be requested for any employee that has a PCard Cost Center Manager that is his/her **direct subordinate**.

**By checking this box, I, the Department Head, am affirming that this cardholder does not have any subordinates acting in the PCard Cost Center Manager Role.**

Affirm

Date

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**PCARD DEPARTMENT USE ONLY**

Criminal Check

User - Works

Credit Check

Policy Training

Employee Agreement

Workday Training

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[pcard.ask@business.gatech.edu](mailto:pcard.ask@business.gatech.edu)  
<http://www.procurement.gatech.edu/pcard/training-forms>

Revised 06/12/2019

**CFO Exec Admin  
Approval**