

# Request for PCard Participation - Ops/Temporary Employee

#### Date

Campus

Department

PCard is requested for the

### following staff member:

In the area below, please provide justification for the reason the individual named would need a PCard. Please give detail as to the type of purchases, both commodity and travel for which the individual might use the PCard

#### NON-ALLOWED CARDHOLDERS

The following class of persons are not allowed PCards: Temporary employees, visiting faculty or staff, convenience appointments, courtesy appointments, volunteers, or other non-compensated personnel.

**Per PCard Policy #5-026:** Exception can be made for issuing PCards to temporary employees (OPS), graduate assistants and visiting faculty on a case-by-case basis with justification and approval of the area Vice President, as well as approval by the Director of Purchasing Services.

Cardholder	Date
Dean/Director	Date
Area VP/Delegate Authority	Date
Director, Procurement Services	Date

After completing this form, including Cardholder, Dean/Director, and Area VP signatures, please forward to:

## Submit Form to PCard@USF.edu