

PINELLAS COUNTY SCHOOLS
APPLICATION FOR PURCHASING CARD

Cost Center Name

Cost Center Coordinator's Name

List all Cost Centers for which this Coordinator has responsibility: _____

For which of the above Cost Centers will this card be used? (limit 1) _____

*Will this card **only** be used to charge purchases to Fund 0420 ? Yes ___ No ___

**Note: Purchases charged to Fund 0420 will be limited to object codes 0332 and 0333 only! If all charges will be made to Fund 0420 and you travel extensively, request a personalized Travel Card made out in the individual's name.*

Personal Card: (The name embossed on the card will be that listed in the TERMS HR system, including middle initial)

Employee Name

Current Job Title

Employee Name

Current Job Title

Employee Name

Current Job Title

Employee Name

Current Job Title

Employee Name

Current Job Title

General Account Card:

*Number of Cards Requested

* Initially Order only (1) card for your cost center. Additional cards may be ordered later if needed.

Travel Card: (For district employee travel & school field trips, excluding air fares for 3 or more)

*Number of Cards Requested

Name of Employee to Appear on Card (if other than Cost Center Name)

* Initially Order only (1) card for your cost center. Additional cards may be ordered later if needed.

Field Trip Card: (For school field trips only, excluding air fares)

*Number of Cards Requested

* Initially Order only (1) card for your cost center. Additional cards may be ordered later if needed.

Approved: _____
Principal or Department Head Signature

Principal or Department Head Typed Name

Purchasing Department Use Only:

Approved: _____
Purchasing Card Administrator