



REQUEST FOR AMES LAB PURCHASE CARD

To be completed for a **request** or **modification** of an Ames Lab credit card.

Submit requests to:
Purchasing, 211 TASF

Date: _____

From: _____
(Program Director) (Program name)

Please issue/modify a credit card to: _____
(Employee name)

(Office address)

(Employee e-mail address)

(Employee #) (Telephone #)

The Single Transaction Limit will be: _____
(\$3,500 maximum)

The Monthly Transaction Limit will be: _____.

_____ I hereby grant Blanket Approval for the above employee to use their P-Card without my prior approval.

_____ I hereby require the above employee to obtain my written approval prior to each transaction and retain the written approval in their file documentation.

(Program Director)

(Approving Official *if different than Program Director*)

For Purchasing Office use only.

Request is approved.

Purchasing Manager or A/OPC

Date

Pc: Ames Laboratory Training Office