



West Linn-Wilsonville School District 3Jt

ADMINISTRATION BUILDING
22210 SW Stafford Rd, Tualatin OR 97062
Phone 503-673-7000 Fax 503-673-7001

Purchase Card Request Form

The P-card compliments existing purchasing and account payable processes. **It must not be used to bypass appropriate purchasing or accounts payable procedures.**

Your Purchase card is a valuable tool, but keep in mind that use of the card is a privilege granted to you by the District.

Employee Name: _____ Title: _____

Email address: _____ Phone: _____

Employee ID#: _____

Department/School: _____

Name on card: _____

Justification for request: _____

Cardholder's Signature Date

Supervisor's Signature Date

Business Office Use ONLY

Approved

Not approved as requested Reason: _____

Approver' Printed Name Approver's Signature Date

Date Ordered: _____ by _____

Date Card Received: _____

Card Number: _____ Expiration: _____

Cardholder Agreement Received: _____