Board of County Commissioners
Purchasing Division

NEW PURCHASING CARD APPLICATION
Bank of America Works Program

Check One: ____User and P-Card Request **Date Requested**: _____
____User Only Request *(admin, audit, reviewer)*

Applicant's Name:_____ **Title**:_____
(Please Print Payroll Name)

Department: _____ **Work Phone**:_____

Email:_____

Will the cardholder be allocating their transactions (BoA Works)? _____Yes _____ No
(Responsible for entering budget account, description and public purpose in the Bank of America Works Program

-If no, please assign someone who will allocate for this cardholder in your department:
_____

Justification for granting $20,000 ($3,500 STL) or greater card spending limit to employee:
_____

Select one (1) of the following profiles*: (monthly spending limit)*
NOTE: By selecting one of the profiles the ***Single Transaction Limit (STL)*** will automatically default to the amount listed below each profile.

_____ $1,000.00 ($999.99 STL)	_____ $5,000.00 ($999.99 STL)	_____ $10,000.00 ($999.99 STL)
____ $20,000.00 ($3,500.00 STL)	_____ $30,000.00 (3,500.00 STL)	_____$50,000.00 ($3,500.00 STL)

NOTE: Per the Purchasing Policy, $30,000.00 - $50,000.00 limits are for Fleet Operations employees <u>only</u>.

For card limits of $20,000.00 - $50,000.00, provide justification above.

X_____ _____
Department Director Approval Signature **Date**

I give permission to the P-Card Administrator to order a new card for applicant above and to provide P-Card training.

_____ _____
Purchasing Manager or Designee Date

Revised: 10.24.18