
County or Area Director Name:

County or Counties:

Justification

Please check the appropriate box(es):

The nature of my work is such that I am frequently in the field, making purchases on behalf of my advisor program.

Vendors in the County do not accept purchase orders, and other than personal payment, the p-card is the most practical method for payment.

My program requires a high volume of purchasing activity, with several out-of-pocket reimbursements in the past 12 months.

Per the elections noted above, the process for requesting reimbursement of personally-paid expenses for UC ANR work is creating an unusual administrative burden for me in my role as a County Director. I request that a UC purchasing card be issued for my use.

Proposed Preset Spending Limits

Single Purchase Limit

\$4999

Dollars per Day

\$10,000

Dollar Limit per Billing Cycle

\$25,000

Delegated P-Card Supervisory Reviewer for County Directors: Director for County Cooperative
Extension Send P-Card transaction documents to Supervisor

County Director Signature

Director for County Cooperative Extension Signature