



PURCHASING CARD APPLICATION

To receive a Tri-County Technical College Purchasing Card, this form must be completed, signed, and forwarded to Teresa Adkins, the Purchasing Card Program Administrator (RH-280) at tadkins@tctc.edu. The cardholder and designated account supervisor will be contacted when the card arrives.

Applicant/Account Information:

Name (as it should appear on the card): _____

Date of Birth 00/00/0000 (required): _____

Division / Department: _____

“T” number: _____

Contact Information: _____
E-Mail Address _____ Extension # _____

Campus location (Building & Room #): _____

Default account number to be assigned to the card: _____ -- -- --
Fund (00000) - Org (00000) - Acct (0000) - Prog (00)

Purchase limits for the card: _____ / _____
Monthly Per transaction
Standard limits are \$5,000 monthly and \$2,500 per transaction; however, alternate limits can be assigned on an individual card basis, if required (and with appropriate approvals). Contact the Purchasing Card Administrator at tadkins@tctc.edu or Ext. 1804.

Account Supervisor assigned to account: Name _____
Campus Phone # _____
E-mail: _____

Applicant Date

Department Head Date

Division Chair/Dean Date

Division Vice President Date

Purchasing Card Administrator Date

Purchasing Manager Date