UNIVERSITY OF SOUTH FLORIDA SYSTEM

Request for PCard – OPS/Temporary Employee

Date | **Campus** | **Department**

PCard is requested for the following staff member:

In the area below, please provide justification for the reason the individual named would need a PCard. Please give detail as to the type of purchases, both commodity and travel for which the individual might use the PCard.

NON-ALLOWED CARDHOLDERS

The following class of persons are not allowed to hold PCards: Temporary employees, visiting faculty or staff, convenience appointments, courtesy appointments, volunteers, or other non-compensated personnel.

Per PCard Policy #5-026: exception can be made for issuing PCards to temporary employees (OPS), graduate assistants and visiting faculty on a case-by-case basis with justification and approval of the area Vice President, as well as approval by the Director of Purchasing Services.

Cardholder | **Date**

Dean/Director | **Date**

Area VP/Delegate Authority | **Date**

Director, Purchasing Services | **Date**

After completing form, including Cardholder, Dean/Director, and Area VP signatures, please forward to PCard@usf.edu for Purchasing Signature Approval.