



---

*New Purchasing Card Request*

**TO:** Linda Gregory, Finance Deputy Director

**FROM:** \_\_\_\_\_

**CC:** Heather Romine, Accounting Technician

**REQUEST DATE:** \_\_\_\_\_

**RE:** Purchasing Card (P-Card) Request

---

**New Cardholder's name as it should appear on P-Card:** \_\_\_\_\_

**New Cardholder's work phone number: (303) 754 -** \_\_\_\_\_

**Will this Cardholder have an Account Delegate? Yes / No**

**If yes, who will be the Account Delegate?** \_\_\_\_\_

**Department Director of P-Card Requestor:** \_\_\_\_\_

**New Cardholder's email address:** \_\_\_\_\_@centennialco.gov

**Requested P-card credit limit: \$**\_\_\_\_\_**.00**

**P-Card required by date\*:** \_\_\_\_\_

**Business purpose for requested Purchasing Card:**

**Approved by\*:**

\_\_\_\_\_  
**Department Director of P-Card Requestor**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Linda Gregory, Finance Deputy Director**

\_\_\_\_\_  
**Date**

*\*Once approved by the department director of the P-Card requestor and the Finance Director, requested P-Card will arrive within 7-10 business days*