

**Purchasing Department
Procurement Card (ProCard)
Request to Obtain a Card**

To obtain a ProCard, please complete this form, sign it, obtain signature approval, and send the printed form to the Purchasing Department OR scan the completed, approved form and email it to ProCard@seattlecolleges.edu. Please view the Purchasing Department web page periodically for the most updated purchasing information, including the Purchasing Thresholds & Authorities and the General Guidelines for Procurement Card:

<https://inside.seattlecolleges.com/default.aspx?svc=purchase&page=purchase>.

Please note that the request for obtaining a ProCard must be approved by the Vice President of Administrative Services of each campus or designee.

Name: _____ Employee ID (SID): _____
(Last, First, M.I.)

Title: _____ Department Name: _____

Campus / Location: _____ Mail Code: _____

Mailing Address: _____

Budget Number for ProCard Charges Including Default Object Sub-object Codes:

TRANS CODE	APPR INDEX	PROG INDEX	ORG INDEX	SUB OBJECT	SUBSUB OBJECT

Signature of Requester: _____ Date: _____

Approved By:

Name: _____

Title: _____

Signature: _____