

Attachment 1

**GALLUP-MCKINLEY COUNTY SCHOOLS
PURCHASING CARD APPLICATION**

Request for Procurement Card

The individual listed below is seeking authorization to utilize the Gallup-McKinley County Schools' procurement card program. As a Gallup-McKinley County Schools Supervisor, you are entrusting, empowering and delegating authority to the individual below to make purchases on behalf of your department. The Purchasing Card is to be used only to make purchases at the request of and for the legitimate business benefit of Gallup-McKinley County Schools.

The Purchasing Card must be used in accordance with the provisions of the Purchasing Card Policy and Procedures Manual and in accordance with the Administrative Regulation established by Gallup-McKinley County Schools for Purchasing Card use.

Violations of these requirements may result in revocation of use privileges, personal financial liability, payroll deductions for unauthorized charges, and/or disciplinary action, up to and including termination of employment.

Cardholders who are found to have inappropriately used the Purchasing Card or fail to submit itemized receipts for purchases will be required to reimburse the Gallup-McKinley County School District for all costs associated with such improper use. Failure to reimburse will result in payroll deductions and Pcard cancellation.

Date: _____

Card Requestor:

Cardholder Name

Email Address

Cardholder Signature – (Required)

Contact Number

School Site/Department

Position
(Principal, Coach/Team, Teacher, Sponsor, etc.)

Designated P-Card Reconciler/Secretary: _____

Supervisor Name

Supervisor Signature – (Required)

EMAIL COMPLETED FORM TO: pcard@gmcs.org, cc: hcano@gmcs.org

(For Procurement Use Only)

Procurement: Approved: _____ Not Approved: _____

Date Card Ordered: _____ Date Card Returned/Cancelled: _____