



Business & Finance

District Purchase Cards- Request for Purchase Card
 (Please allow 4 business weeks for processing request)

Version 2/23/23

Reason for Card Request	YES/NO	Additional Information
New Hire		Start Date:
Permanent Position Change		Start Date:
Temporary Position		Start Date: End Date:
Needs Changed		also needs to complete part C

Requestor's Legal Name	
Colleague ID #	
Position Title	
Email Address	
Campus Phone #	
Department/Division	
Applicable Budget Center #/#s	
Budget Center Manager/s	
Who will Submit the monthly PCard Requisition? BC Manager <input type="checkbox"/> or BC Assistant <input type="checkbox"/>	
<i>Submitter must already have access to submit requisitions. Access is not created solely for PCard holder.</i>	

A. District Positions Pre-Approved for Purchase Card – Check Applicable Box:

**Cardholder limits are: \$3000/Billing Cycle & \$1000/Single Transaction*

1. President/Superintendent
2. President's Cabinet:
 - Vice President, Administrative Services
 - Vice President, Academic Affairs
 - Vice President, Student Affairs
 - Vice President, Human Resources, Training & Development
3. Executive Assistants:
 - Executive Assistant - President/Superintendent
 - Executive Assistant to Vice President, Administrative Services
 - Executive Assistant to Vice President, Academic Affairs
 - Executive Assistant to Vice President, Student Affairs
 - Executive Assistant to Vice President, Human Resources, Training & Development
4. Emergency Response
 - Chief of Campus Police
 - Facilities Director
 - IT Director
 - Health Services Director



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5. Non-Profits:

- District Auxiliary Services Foundation – Managing Director
- Viticulture & Winer Technology Foundation – Managing Director

Part A positions do not need to complete Part B or C below.

B. Additional District Positions requesting Purchase Card – Validation Needed,

**Maximum Cardholder limits are: \$3000/Billing Cycle & \$1000/Single Transaction*

**Minimum Cardholder limits are: \$500/Billing Cycle & \$100/Single Transaction*

Check all boxes that are applicable and answer the frequency questions:

Travel: Out of District Travel, example: Hotel, Flight, Toll, Rental Car, Meals, Shuttles/Taxis

Self How often in Fiscal Year?

Staff How often in Fiscal Year?

Students How often in Fiscal Year?

Supply Purchasing**: low dollar value goods

Department Supplies How often in Fiscal Year?

Instructional Supplies How often in Fiscal Year?

Student Program Supplies How often in Fiscal Year?

Other How often in Fiscal Year?

Re-Occurring Services***

Advertising

Software licenses

Other

C. Additional Need/Justification for Request:



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NOTICE: Purchase Card use is not approved for****

- Personal purchases or identification.
- To circumvent the District’s Requisition and Purchase Order procedures.
- A single purchase that exceeds the Cardholder’s single purchase limit, unless a higher limit has been agreed in writing with the District Coordinator.
- Splitting a purchase to circumvent a purchase limit assigned to the card; or another Cardholder’s card is used for the same purpose.
- Purchase of alcoholic beverages, unless authorized for instructional purposes.
- Any substance, material, or service that violates policy, law or regulation pertaining to the District.
- Cash advances. Includes Gift Cards.
- Purchase of gifts, telephone calls, monthly telephone service, or entertainment. Includes Gift Cards.
- Purchases made from Office Depot. The District’s in-house purchase system must be used. This will allow us to receive a significant discount on items purchased.
- Card allowed to be used by another individual.
- Equipment, i.e., tables, chairs, computers, etc.

VPAS Controller Response:

Approved Denied Date: __/__/__

Card Limit Approval:

- \$3k/\$1k
- \$1k/\$300
- \$500/\$100

Comments:

*Cardholder Limits – Special Approval for limit increases can be provided by the Business Office. Increase requests due to travel need, must have a Travel Requisition submitted and fully approved prior to receiving a limit increase. Out of State Travel requires President approval. International Travel requires Board of Trustees approval.

**Office Supply type purchases must be made through the District’s Office Depot Account, a District’s purchase card should not be used purchase equivalent items at other stores.

***Rarely Approved, Controller Pre-authorized, Vendor denied check payment

****Purchase Card resources available online: [Business Forms and Guidelines \(napavalley.edu\)](https://www.napavalley.edu/business/forms-and-guidelines)