

## **NC DEPARTMENT OF PUBLIC SAFETY**

## **Procurement Card Enrollment**

Cardholder's Name (To be printed on Procurement Card. Limited to 24 characters; no punctuation permitted.)

Single Transaction Limit  Monthly Transaction Limit  Company/Acct/Fund/Center  Authorization  1. Authorized to Request Procurement Card (Supervisor, Plant Manager, Director or designee)  (Printed /typed name) (Signature) (Date, Job Title	Address			Position #	
Single Transaction Limit  Monthly Transaction Limit  Company/Acct/Fund/Center  Authorization  1. Authorized to Request Procurement Card (Supervisor, Plant Manager, Director or designee)  (Printed Typed name) (Signature) (Date, Job Title	Single Transaction Limit  Monthly Transaction Limit  Company/Acct/Fund/Center  Authorization  1. Authorized to Request Procurement Card (Supervisor, Plant Manager, Director or designee)  (Printed/typed name) (Signature) (Date)  Job Title  2. Authorized to Approve Request (Division Director or designee)  (Printed/typed name) (Signature) (Date)  Job Title	_ocation	<i>A</i>	Admin#Locati	on Phone/E-Mail
Single Transaction Limit  Monthly Transaction Limit  Company/Acct/Fund/Center  Authorization  1. Authorized to Request Procurement Card (Supervisor, Plant Manager, Director or designee)  (Printed/typed name) (Signature) (Date, Job Title	Single Transaction Limit  Monthly Transaction Limit  Company/Acct/Fund/Center  Authorization  1. Authorized to Request Procurement Card (Supervisor, Plant Manager, Director or designee)  (Printed/typed name) (Signature) (Date)  Job Title  2. Authorized to Approve Request (Division Director or designee)  (Printed/typed name) (Signature) (Date)  Job Title	Address		Phone	Ext.
Company/Acct/Fund/Center  Authorization  1. Authorized to Request Procurement Card (Supervisor, Plant Manager, Director or designee)  (Printed/typed name) (Signature) (Date,	Company/Acct/Fund/Center  Authorization  1. Authorized to Request Procurement Card (Supervisor, Plant Manager, Director or designee)  (Printed/typed name) (Signature) (Date)  Job Title  2. Authorized to Approve Request (Division Director or designee)  (Printed/typed name) (Signature) (Date)  Job Title			Zip	
Authorization  1. Authorized to Request Procurement Card (Supervisor, Plant Manager, Director or designee)  (Printed/typed name) (Signature) (Date,	Authorization  1. Authorized to Request Procurement Card (Supervisor, Plant Manager, Director or designee)  (Printed /typed name) (Signature) (Date)  Job Title  2. Authorized to Approve Request (Division Director or designee)  (Printed /typed name) (Signature) (Date)  Job Title	Single Transaction Limit		Monthly Transaction Limit	
1. Authorized to Request Procurement Card (Supervisor, Plant Manager, Director or designee)  (Printed /typed name) (Signature) (Date,	1. Authorized to Request Procurement Card (Supervisor, Plant Manager, Director or designee)  (Printed /typed name) (Signature) (Date)  Job Title  2. Authorized to Approve Request (Division Director or designee)  (Printed /typed name) (Signature) (Date)  Job Title	Company/Acct/Fund/Cen	iter		
1. Authorized to Request Procurement Card (Supervisor, Plant Manager, Director or designee)  (Printed /typed name) (Signature) (Date,	1. Authorized to Request Procurement Card (Supervisor, Plant Manager, Director or designee)  (Printed /typed name) (Signature) (Date)  Job Title  2. Authorized to Approve Request (Division Director or designee)  (Printed /typed name) (Signature) (Date)  Job Title	Authorization			
Job Title	Job Title  2. Authorized to Approve Request (Division Director or designee)  (Printed/typed name) (Signature) (Date)  Job Title		rocurement Card (Superviso	r, Plant Manager, Director or designee)	
	2. Authorized to Approve Request (Division Director or designee)  (Printed /typed name) (Signature) (Date)  Job Title	(Printed /ty <sub>j</sub>	ped name)	(Signature)	(Date)
2. Authorized to Approve Degrees (Division Divertor or decisions)	(Printed /typed name) (Signature) (Date)  Job Title	Job Title			
2. Authorized to Approve Request (Division Director or designee)	Job Title			rianaa)	
(Printed /typed name) (Signature) (Date	Job Title		equest (Division Director or des	ignee)	
		2. Authorized to Approve R	•		(Date)
For Department Card Administrator Use Only		2. Authorized to Approve R  (Printed /ty)  Job Title	ped name)	(Signature)	
For Department Card Administrator Use Only  Authorized Dollar Limits Transaction Monthly	Authorized Dollar Limits Transaction Monthly	2. Authorized to Approve R  (Printed /ty)  Job Title  For Departi	ment Card	(Signature)  Administrator Us	
		2. Authorized to Approve R  (Printed /ty)  Job Title  For Departi  Authorized Dollar	ment Card A	(Signature)  Administrator Us  ction Monthly	se Only

**Send all forms to:** Purchasing & Logisitics

**3030 Hammond Business Place** 

**MSC 4227** 

Raleigh, NC 27699-4227

E-Mail: PLSupport@ncdps.gov