



Baldwin County Public Schools  
Business & Finance Department  
2600 North Hand Avenue  
Bay Minette, AL 36507

## Central Office P-Card Request Form

INSTRUCTIONS: To request additional Purchasing Cards for **central office staff**, complete this form and return to one of the appropriate Business & Finance personnel listed at the bottom. Complete one (1) form for each card requested.

Name on Card:	Employee ID #:
Department:	Requested Credit Limit:
Reason for Request/Person Replacing:	
Approved	Denied
Administrator Signature	Date

For Central Office Use:

Monthly Credit Limit:	Single Transaction Limit:
Daily Limit:	
Approving Signature:	Date:

Form may be returned to one of the following:

Eric Neumann, Accounts Payable Manager	evneumann@bcbe.org
Brenda Parker, Specialist II	bparker@bcbe.org
Lisa Rials, Accounting Coordinator	lrials@bcbe.org