

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



## Purchasing Card Request Form

INSTRUCTIONS: To request additional Purchasing Cards for local school use, please complete this form and scan/email to Patsy Chastang at [pchastang@bcbe.org](mailto:pchastang@bcbe.org) or fax to (251) 580-1881. Complete one (1) form for each card requested.

School Name:

Activity/Program:

Reason for Additional Card:

Requested Credit Limit:

Approved

Denied

Principal Signature:

Date:

For Central Office Use:

Monthly Credit Limit:

Single Transaction Limit:

Finance Director Signature:

Date: