Board of County Commissioners
Purchasing Division

PURCHASING CARD APPLICATION
Bank of America - Works Program and OnBase User

Date: _____

Applicant's Name: _____
(Please Print Payroll Name)

Title:_____   **Department Name**: _____

Work Phone:_____   **Email**: _____

Options:

☐ Purchasing Card Holder Application   ☐ User Only Request – (Not a P-Card Holder - admin, audit, reviewer)

1. **Will the Cardholder be allocating their transactions in OnBase**?_____Yes_____No
   (Responsible for entering budget account, description and public purpose in OnBase – Workflow # 1)

2. **Reviewer(optional)**:_____*(Responsible for entering OR REVIEWING budget account, description and public purpose in the OnBase; aka Department P-Card Coordinator - Workflow # 2)*

3. **Immediate Supervisor**:_____*(responsible for approving spending OnBase – Workflow # 3)*

4. **Financial Reviewer (optional)**:_____*(responsible for approving financial allocation – Workflow # 4)*

5. **Director Approval (optional)**:_____*(responsible for approving spending – Workflow # 5)*

6. **Select one (1) of the following spending profiles** *(monthly limit)*:
   *ALL monthly limits will have a **$4,500 single transaction limit***.
   ☐ $5,000 monthly   ☐ $20,000 monthly   ☐ $50,000 monthly
   ☐ $10,000 monthly   ☐ $30,000 monthly   ☐ $75,000 monthly

7. **The Default Department Number for ALL Expenses** _____

8. **List ALL cardholders this Cardholder / User will review and/or allocate transactions for as Reviewer or Supervisor**:

   _____
   _____

_____   _____
Department Director Approval Signature   **Date**

PURCHASING OFFICE ONLY:

Purchasing Manager Approval for Procurement Card and Training:

_____   _____
Purchasing Manager or Designee   Date

Purchasing Card Administrator:

Verification #: _____   Last Four: _____

Training Date/Time:_____at: _____

Revised: 1.25.2023