

ESCAMBIA COUNTY SCHOOL DISTRICT  
Procurement Department  
75 North Pace Boulevard  
Pensacola, FL 32505

# Procurement Card Cardholder Request Form

INSTRUCTIONS: To apply for an ECSD Procurement Card, complete this form in its entirety and send to the Procurement Department. **Complete 1 (one) form for each card requested.**

- District Budgeted Funds
- Travel Budgeted Funds (Must travel 3 or more times per year)
- Internal Funds
- Internal Funds Traveling With Students

## Cardholder Information

School/Department Name		Cost Center
First Name	Middle Initial	Last Name (24 Characters Total)
Social Security Number (last 4 digits only) X X X - X X - _ _ _ _		Email Address of Cardholder
Name of Card Manager	Card Manager's Email Address	Business Phone Number
School/Department Street Address		
City	State	Zip Code
Employee Signature		Date
Principal or Department Head Signature		Date
<b>(If ordering a District Budgeted Funds Travel Card, I verify this cardholder will travel 3 or more times in a 1 year period.)</b>		

## For District Use Only

Monthly Credit Limit:	
Single Transaction Limit	
Procurement Director Signature	Date