

PCard Requisition Form

Completion of this form is required, per PCard policy, *prior* to making any purchase that is not considered urgent, unplanned or non-routine or a state approved exception. If your purchase is urgent, unplanned or non-routine or falls into one of the exception categories, you must note it as such in the comment section of Workday for that transaction. Any transaction missing either this form or an exception comment in Workday will cause the statement to be returned by the approver to the cardholder. Approvers of this form cannot be a subordinate of the cardholder. The form should be attached in Workday along with the receipt image. **By signing this form, Approvers are stating that he/she acknowledges the cardholder is requesting prior approval, as required, and the purchase, to the best of his/her knowledge has followed Georgia Tech policy up to this point.**

Cardholder Name	<input type="text"/>		
Last Four Card Digits	<input type="text"/>	Date Requisition Submitted	<input type="text"/>
Department	<input type="text"/>		
Supplier Name	<input type="text"/>		
Date of Purchase	<input type="text"/>		

Allocations

Value of Purchase (\$)	<input type="text"/>
Worktag #	<input type="text"/>
Benefit to the Project	<input type="text"/>
Description	<input type="text"/>

Approvals

Approver 1 Name	<input type="text"/>	
Approver 1 Signature	<input type="text"/>	Date <input type="text"/>
Approver 2	<input type="text"/>	
Approver 2 Signature	<input type="text"/>	Date <input type="text"/>