NEW RIVER COMMUNITY COLLEGE BANK OF AMERICA SMALL PURCHASES CORPORATE CARD (SPCC) REQUEST FORM

TO: <u>Melissa Anderson</u> Program Administrator

FROM: ______ Supervisor

A purchasing charge card is hereby requested for the following employee under my supervision (**please print or type all information as requested below**).

Full Name:			
	First	Middle	Last
Date of Birth (mm	ddyy):		
Employee's Job Ti	tle:		
Employee's Work	Phone:		
Employee's e-Mail Address:			
SIS Empl ID:			
I hereby certify that I have examined this employee's duties and estimate that the purchasing card will be used for approximately \$(enter \$1,000 to \$50,000) in total transaction cost per month.			
I further certify that I will review and approve this cardholder's transactions and supporting documentation on a monthly basis.			
Signed: Functiona	l Area Manager		
To Be Completed by Program Administrator			
Based on the above estimate, limits of \$ per transaction and \$ total per month will be placed on this card. I will examine this cardholder's activity at least annually and provide written recommendations regarding limit changes (if needed).			
Signed: Program A	dministrator	Date:	