



University Procurement Services
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PCard Request Form

Use of the Procurement Card (PCard) is an exception to the preferred methods of procuring goods and services at Rutgers, as set forth in Policy No. 20.1.11. Departments requesting use of the PCard shall complete and sign this form, including a justification / explanation as to the reason(s) why a purchase order or check request in RU Marketplace is not viable. Despite the procurement method exception, the use of the PCard to purchase goods or services must comply with all other applicable Rutgers policies. Please send this completed form to Patricia Reynolds: par128@finance.rutgers.edu

To be completed by the School/Unit/Department

School/Unit/ Department Name:	Supplier Name:							
Requestor Name:	Supplier Contact Name:							
Requestor Phone:	Supplier Phone:							
Requestor Email Address:	Supplier Address:							
Amount \$	City, State, and Zip Code:							
Description and Business Purpose:								
Justification to use PCard (Include additional attachments, if necessary):								
Frequency of Payment: (Check one box)								
<input type="checkbox"/> One-Time Payment <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Annually <input type="checkbox"/> Other (detail):								
UNIT	DIVISION	ORGANIZATION	LOCATION	FUND TYPE	BUSINESS LINE	ACCOUNT	PROJECT If applicable	TASK

SIGNATURE OF SCHOOL/UNIT/DEPARTMENT AUTHORIZED FINANCIAL APPROVER **DATED**

I hereby certify that the request information provided above is accurate and reliable and have been reviewed and approved by the Director or Department Head to proceed.

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APPROVED BY:
 University Procurement Services

SIGNATURE (NAME AND TITLE) **DATED**