



Commonwealth of Virginia Corporate Purchasing Card Request

BANK OF AMERICA VISA

Agency Name and Number \_\_\_\_\_ Date of Request \_\_\_\_\_

TO: \_\_\_\_\_

Program Administrator

FROM: \_\_\_\_\_

Unit Manager/Supervisor

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

Name as it should appear on the card: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Employee's Work Phone (\_\_\_\_) \_\_\_\_\_

Employee's Email: \_\_\_\_\_

Employee's Date of Birth (MM/DD/YY): \_\_\_\_\_

(Date of birth is required for the cardholder's Security Code with BOA VISA)

I hereby certify that I have examined this employee's duties and estimate that the purchasing card will be used for approximately \_\_\_\_\_ transactions per month at a dollar value range of \$10,000 per month to \$5,000 per transaction. (attach analysis).

[NOTE: A "transaction" is one order placed with a vendor who accepts the card.]

Based on these estimates, I am requesting limits of \$5,000 per transaction (not to exceed \$5,000) and \$10,000 total per month (not to exceed \$100,000) be placed on this Card. I agree and understand that at least annually the activity on this card will be reviewed to ensure limits and card restrictions are appropriate for the Cards usage. I will provide written recommendations regarding limit changes.

I further certify that I will review and approve this cardholder's transactions and supporting documentation on a monthly basis.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Requesting Authority (Supervisor)

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Requesting Card

Approved by Program Administrator: \_\_\_\_\_

Date Turbo file submitted to DOA: \_\_\_\_\_

Supporting Documentation Attached