

## P-Card Transaction Request

Although p-card use for non-stock purchases is discouraged by upper management, in the rare instance a vendor requires payment by p-card, or there is an urgent need for immediate payment, Procurement Services can assist. Please send this completed form to [fm.supply@okstate.edu](mailto:fm.supply@okstate.edu)

*Note: If the request is for software of any kind, please request approval from FM IT and attach their confirmation email to your p-card request.*

|                   |  |
|-------------------|--|
| <b>Requester</b>  |  |
| <b>Department</b> |  |

|                    |  |
|--------------------|--|
| <b>Vendor Name</b> |  |
|--------------------|--|

| Line-Item Description | Catalog Number | Quantity | Cost |
|-----------------------|----------------|----------|------|
| <i>Link:</i>          |                |          |      |
|                       |                |          |      |
| <i>Link:</i>          |                |          |      |
|                       |                |          |      |
| <i>Link:</i>          |                |          |      |
|                       |                |          |      |
| <i>Link:</i>          |                |          |      |
|                       |                |          |      |
| <i>Link:</i>          |                |          |      |

|                   |  |              |  |
|-------------------|--|--------------|--|
| <b>Work Order</b> |  | <b>Phase</b> |  |
|-------------------|--|--------------|--|

|  |
|--|
| <b>Reason for purchase and why the request cannot be processed through Ok Corral</b> |
|  |

**For Procurement Services Use**

| <i>Transaction Number</i> | <i>Order Date</i> | <i>Expected Arrival</i> |
|---------------------------|-------------------|-------------------------|
|                           |                   |                         |