

School District of Okaloosa County
Purchasing Department

Purchasing Card Application



INSTRUCTIONS: To apply for an Okaloosa County School District Purchasing Card, complete this form in its entirety and scan/email or fax (833-6327) to the Purchasing Department. Complete one form for each type of account requested.

Type of Account (Check one): District Purchasing Card _____
 Internal Account Purchasing Card (Individual) _____
 Internal Account Purchasing Card (Site) _____
 Number of Internal Acct Site Cards Ordered: _____

School/Department Name: _____

Cost Center: _____

Cardholder Name: _____

EID Number: _____

Date of Birth: _____

Job Title of Cardholder: _____

Note: School Name, Cost Center, Number of Cards ordered, and Principal Signature are all that is required to order Internal Account Site Cards.

I authorize the issuance of a Purchasing Card to the individual listed above. If ordering an Internal Account Site Card I authorize the issuance of this card.

Principal/Department Head Signature: _____

Date: _____

For Purchasing Dept. Use Only

Monthly Credit Limit: _____

Single Transaction Limit: _____

Purchasing Director Signature: _____ Date: _____