

**TRI-COUNTY SPECIAL EDUCATION J.A.
Procurement Card Information**

Name: _____

Assigned Work Location: _____

Supervisor: _____

Limit per Transaction: \$**per approved requisition**

Monthly Limit: \$**approved requisition**

Note: Employees are not authorized to use a procurement card until final approval by Charles Hamilton, Director has been obtained. The employee and when appropriate supervisor will be notified of final approval by the Business Office. **Substitutes are not Tri-County employees and should never be given a p-card.**

All Tri-County buildings i.e. (TCC, McElvain, Choate, Ward) must:

1. maintain copies of this form with **all** signatures to verify approval prior to allowing any employee use of said card.
2. require all employees to sign out and sign in p-cards
3. require all employees to obtain an approved purchase order prior to card sign out/use

