PCard Requisition Form

Georgia Tech | Procurement & Business Services
Campus Services

Completion of this form is required, per PCard policy, *prior* to making any purchase that is not considered an emergency or a state approved exception. If your purchase is for an emergency or falls into one of the exception categories, you must note it as such in the comment section of Concur for that transaction. Any transaction missing either this form or an exception comment in Concur will cause the statement to be returned by the approver to the cardholder. Approvers of this form cannot be a subordinate of the cardholder. The form should be attached in Concur along with the receipt image.

Cardholder Name

Last Four Card Digits

Department

Vendor Name

Date of Purchase

Allocations

Value of Purchase ($)

Project

Business Purpose

Description

Approvals

Approver 1 Name

Approver 1 Signature

Date of Approval 1

Approver 2

Approver 2 Signature

Date of Approval 2