



# Georgia Tech Procurement Card Request Form

## Part I: General Information

This form must be properly completed before a PCard can be issued. Complete all fields.

### Cardholder Information

Cardholder Name

TechWorks Employee Number

Is this employee an "AFFILIATE"? YES  NO

	Department Name	Department #	Mail Code:
Department			
Building/Street Address			
City, State, Zip			
Georgia Tech E-mail Address			
Georgia Tech Phone Number			

### Authorization Controls

\$\$ Per Month Limit

\$\$ Per Transaction Limit

### Departmental Approval of Card Request

Department Name		
Print Approver's Name		
Approver's Signature	Date:	

### Default Project/General Ledger Account Information

Default Project ID Number

Default Expense Account Number

**Cannot Default to 714150**

### Sponsored Project Information

Does the card default to a non-GTRI or non-GTF Sponsored Project? YES  NO

If the answer is "YES", please complete Part II of the Request Form and submit both parts of the form to: **GRANTS & CONTRACTS, M/C 0259**

If the answer is "NO", completion of Part II is not required. Complete this page and submit it to: **BUSINESS SERVICES, M/C 0300**

**Georgia Tech Procurement Card Request Form**  
**Part II – Non-GTRI, Non-GTF Sponsored Project Request/Approval**  
For questions/assistance email: [gc.ask@business.gatech.edu](mailto:gc.ask@business.gatech.edu)

Sponsor Name: \_\_\_\_\_

Project Director/Principal Investigator Name: \_\_\_\_\_

OMB Circular A-21 “Cost Principles for Educational Institutions” requires that costs applied to sponsored agreements (or projects) meet the following standards:

- 1.They must be **reasonable**;
- 2.They must be **allocable** to the sponsored agreement ...;
- 3.They must be given **consistent treatment** ...; and
- 4.They must **conform** to ... limitations or exclusions in the sponsored agreement...

Although the PCard manual sets forth criteria for allowable and unallowable purchases, charges must also be allowable per the terms and conditions of OMB Circular A-21 and this particular sponsored award/project. Items which are typically allowable purchases per the PCard Manual, but are typically unallowable for sponsored projects include (list not all-inclusive):

- 1.Non-Inventoried Equipment, including PCs and Printers (if general or multi-purpose)
- 2.Office Filing Cabinets and Office Furniture
- 3.Office Supplies or other General Purpose Supplies
- 4.Postage, including Stamps

Additional information regarding allowable charges to sponsored projects is available from the Grants and Contracts Accounting website ([www.grants.gatech.edu](http://www.grants.gatech.edu)), including Policies and Procedures and a schedule of upcoming training sessions.

Certification Statement:

“I am aware of the general requirements for charges posted to sponsored projects. I will ensure that, to the best of my knowledge and belief, only allowable direct charges are posted to the sponsored project from the PCard now being requested.”

\_\_\_\_\_

Cardholder Signature and Date:

PD/PI Signature and Date: \_\_\_\_\_

G&C Review: Yes  No  By/Date: \_\_\_\_\_

Comments: \_\_\_\_\_