



ADAMS COUNTY
COLORADO

Finance Department
4430 South Adams County Parkway
Brighton, CO 80601
PHONE 720.523.6055

PURCHASING POLICIES AND PROCEDURES – APPENDIX B
P-CARD APPLICATION

Cardholder Information - Please Type or Print Legibly:

Cardholder Legal Name: _____
First MI Last

Social Security Number: _____ **Birth Date:** _____
(Full SSN is required.) MM/DD/YY

Primary Home Address

Address 1: _____ **Address 2:** _____

City: _____ **State:** _____ **Zip:** _____

Home Phone: _____ **Country of Citizenship:** _____

Cardholder E-mail Address: _____ **Cardholder Work Phone:** _____

Cardholder Job Title: _____

Department: _____ **Courier Code:** _____ **Fund – Cost Center** _____

Approving Elected Official / Director / Manager / Supervisor: _____

STANDARD TRANSACTION LIMITS

Single Transaction Limit (May not exceed \$2,500)
 \$2,500

Monthly Dollar Limit
 \$10,000

OPTIONAL TRANSACTION LIMITS
(See Program Administrator)

X

Cardholder Signature **Date**

X

Elected Official / Director / Manager / Supervisor Signature **Date**

X

Procurement Card Administrator **Date**