

P-Card Request No: \_\_\_\_\_

## IHS P-CARD REQUEST

### Office:

### Signatures

FROM:	REQUESTOR
TO: (Cardholder Name or Acquisition Division)	SUPERVISOR APPROVAL
Fiscal Year                      C A N                      Object Class Code/OCC  _____	* PROPERTY CLEARANCE (IF NEEDED)
FUNDS are available                      FUNDS CERTIFIER	* OIT (ADP, IT, TC) CLEARANCE (IF NEEDED)

Suggested Vendor: POC/Phone/Email:	Accepts VISA?

Vendor **IS** SAM.GOV Compliant                      Vendor DUNS#                      **\*If Property or IT is requested, Property and appropriate OIT approvals are required.**  
 Vendor **IS NOT** SAM.GOV Compliant

Item No.	Description of Item (s)	Qty	Unit of Issue	Unit Price	Total Price

<b>Budget ID:</b>	<b>TOTAL</b>
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**Justification - Why items are needed:**

## Instructions for use of the IHS P-Card Request Form

- 1) Complete form, sign as requestor and submit to supervisor;
- 2) Supervisor approves and signs;
- 3) If purchasing IT submit to your local Area Office for approval;
- 4) If purchasing accountable property submit to your local Area Office for approval;
- 5) Submit to your funds certifier for approval;
- 6) Place your order.