P-Card Request No:							
		IHS P-CARD RE	QUES	т			
Office:					Signa	itures	
FROM:				REQUESTOR			
TO: (Cardholder Name or Acquisition Division)			SUPERVISOR APPROVAL				
Fiscal Year	CAN	Object Class Code/OCC	PROPERTY CLEARANCE (IF NEEDED)				
FUNDS CERTIFIER FUNDS are available			*OIT (ADP, IT, TC) CLEARANCE (IF NEEDED)				
Suggested Vendo POC/Phone/Ema						Accepts VISA?	
Vendor IS SAM.GOV Compliant Vendor Unique Entity ID # * Vendor Is NOT SAM.GOV Compliant				If Property or IT is requested, Property and appropriate OIT approvals are required.			
Item No.		Description of Item (s)	Qty	Unit of Issue	Unit Price	Total Price	
Budget ID:					TOTAL		
Justification -	- Why items	s are needed:					
		Instructions for use on	Page 2				

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.