



## 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.