P-Card Transaction Request

Although p-card use for non-stock purchases is discouraged by upper management, in the rare instance a vendor requires payment by p-card, or there is an urgent need for immediate payment, Procurement Services can assist. Please send this completed form to fm.supply@okstate.edu

Note: If the request is for software of any kind, please request approval from FM IT and attach their confirmation email to your p-card request.

Requester	
Department	

Vendor Name	

Line-Item Description	Catalog Number	Quantity	Cost
Link:			
Link:			
Link:			
Link:			
Link:			

Work Order		Phase	

Reason for purchase and why the request cannot be processed through Ok Corral

For Procurement Services Use

Transaction Number	*Order Date*	*Expected Arrival*