



STATE OF MISSOURI
 OFFICE OF ADMINISTRATION - DIVISION OF ACCOUNTING
AGENCY/DIVISION PURCHASING CARD COORDINATOR REQUEST FORM

Instructions

1. To add or remove a coordinator or to provide updated information, complete the below form.
2. Maintain a copy for your records.
3. Email the completed form to the Statewide Purchasing Card (P-Card) Coordinator at pcard@oa.mo.gov for Agency P-Card Coordinator requests or to the Agency P-Card Coordinator for Division P-Card Coordinator requests.
4. For questions, please contact the Statewide P-Card Coordinator at pcard@oa.mo.gov.

Note: The Primary Agency P-Card Coordinator must be authorized by the signed "Addendum to the Interagency Agreement" that is on-file with the Statewide P-Card Coordinator.

Agency Information

Agency Name	Division Name	
Agency Mailing Address	Agency City	Agency State

Type of Request

Add Change Delete

Agency/Division Purchasing Card Coordinator

Primary Agency P-Card Coordinator	Alternate Agency P-Card Coordinator
Primary Division P-Card Coordinator	Alternate Division P-Card Coordinator

First Name	Last Name	Middle Initial
Telephone Number	Email Address	

Agency/Division Purchasing Card Coordinator Acknowledgement and Approval

As the Agency/Division P-Card Coordinator, I understand that I am responsible for the overall operation of the State P-Card Program at this Agency. This includes compliance with the State of Missouri P-Card Policy and Procedure Manual as well as the Interagency Agreement for State P-Card Program. As an Agency/Division P-Card Coordinator of this Agency, I understand some of this authority includes, but not limited to, the following:

- Request credit cards be issued in the name of this Agency
- Request changes be made to the credit limits and purchase controls on existing cards issued in the name of this Agency
- Designate additional persons authorized to utilize credit cards issued by Bank in the name of this Agency
- Terminate the use of existing cards
- Communicate other pertinent information on behalf of this Agency
- Access to the online P-Card application(s)
- Request access for (or request removal of access for) users to the online P-Card application and maintain cardholder user access

The Primary Agency P-Card Coordinator (as the Authorizing Authority) is a designated agency purchasing card coordinator of the program and is authorized to act on behalf of this Agency.

SIGNATURE OF DIVISION DIRECTOR (for Division P-Card Coordinator Requests Only)	DATE
SIGNATURE OF ALTERNATE AGENCY/DIVISION P-CARD COORDINATOR (if applicable)	DATE
SIGNATURE OF PRIMARY AGENCY P-CARD COORDINATOR	DATE

Statewide Purchasing Card Coordinator Approval (For Agency Coordinator Requests Only)

The Statewide P-Card Coordinator has reviewed and approved the request for further processing and UMB may rely on said instructions as valid and authorized.

SIGNATURE OF STATEWIDE P-CARD COORDINATOR	DATE
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