



WSSU

REQUEST FOR EMERGENCY P-CARD

Employees who are deployed to areas affected by disaster, whether caused by nature or event, may request to use an emergency P-Card to purchase food, lodging, and other applicable subsistence in situations where basic necessities are not available. The employee must be approved by Winston-Salem State University Administration (P-Card Administrator, Purchasing Director, Vice-Chancellor of Finance & Administration) prior to receiving the P-Card. It is the employee's responsibility to keep track of all receipts and documents relating to purchases made using the P-Card. The receipts/documents are part of the reconciliation packet that is due to the P-Card Administrator by the 5th of each month by 4 pm. The P-Card Administrator will work with the employee to prepare the reconciliation packet and to complete the on-line reconciliation process. Non-P-Card fund and account numbers may be used for these purchases. Non-P-Card fund and account numbers are numbers not currently set up for use with the P-Card Program. Training of P-Card use will be provided by the P-Card Administrator.

The emergency P-Card can also be assigned to an employee by the P-Card Administrator or Purchasing Director based on case by case emergency situations other than deployment.

Complete the form and forward to Willa Dean Scott, P-Card Administrator, 1604-B Lowery Street, Rm 116. Incomplete forms will be returned to the employee.

Name _____ Date _____

Email _____ Last 4 digits of social security # _____

Campus Mailing Address: Department _____

Building and Room # _____

City/State/Zip _____

Telephone # _____

Fax # _____

Explanation for Emergency P-Card (use additional sheet if necessary) _____

SIGNATURE PAGE

Date	Printed Name of Requestor	Signature of Requestor
Date	Printed Name of Department Head	Signature of Department Head
Date	Printed Name of P-Card Administrator	Signature of P-Card Administrator
Date	Printed Name of Purchasing Director	Signature of Purchasing Director
Date	Printed Name of Vice Chancellor of Finance and Administration (Required only if employee is being deployed)	Signature of Vice Chancellor of Finance and Administration (Required only if employee is being deployed)