

ARIZONA

DEPARTMENT OF ADMINISTRATION
GENERAL ACCOUNTING

Agency/Division Emergency Purchasing Card Limit Request

Instructions

Once completed, submit the form to the GAO AFIS Operations Group at: AFIS.Operations@azdoa.gov.

Agency

Need for/Justification of Amount Requested

Limit Requested

Purchasing Card Holder Certification

Signer must be in possession of a State of Arizona Purchasing Card (P-Card) and must have executed a Form GAO-PC-101. Signer, by signature, acknowledges and agrees that the authorization of a given P-Card limit does not constitute under any circumstances and increase in spending authority.

Employee Signature

Employee Name

EIN

Title

Date

Agency Head Certification

Agency head, by signature, acknowledges and agrees that the authorization of a given P-Card limit does not constitute under any circumstances an increase in spending authority.

Agency Head Signature

Agency Head Name

EIN

Title

Date

For General Accounting Office (GAO) Use Only

Reason for Difference between Amount Requested and Amount Authorized

Limit Authorized

State Comptroller/
GAO Signature

State Comptroller/
GAO Name

EIN

Title

Date