

Finance - P.O. Box 720130 - San Jose, CA 95172 - Ext. Zip: 0139

This form must be completed and submitted to your OSP Analyst when authorization is being requested to use the P-Card to purchase any items or services on the Restricted Purchase or Prohibited List. This form must be approved by your OSP Analyst and the P-Card Administrator prior to purchasing the item.

I. Cardholder Information

Cardholder Name:

Email Address:

Phone Number:

II. Explanation

Please explain why you would like to purchase an item on the Restricted or Prohibited List:

III. Signature and Cardholder Name: