



**Palomar College Cal Card Program
Pre-Authorization Form**

This form is available for use by District personnel and their departments to facilitate and document the pre-approval of Cal Card purchases. Please note that this process is not intended to supersede published Cal Card Program Procedures as to what is or is not an allowable expenditure. The District Procedures still serve as the primary authority in such matters. Any requests for exceptions should be initiated by contacting the Cal Card Program Administrator.

General Information

At a minimum the Cardholder and their Approving Official must sign this form. Whether the Assistant Superintendent/Vice President signature is required is left to the respective divisions to determine. **Note:** Responses are required for items 1-8 below.

- 1. Cardholder: _____
- 2. Department _____
- 3. Approving Official: _____
- 4. Extension: _____
- 5. Vendor (Payee): _____
- 6. Project: _____
- 7. Purchase Order Available (yes/no?): _____

8. Description of Purchase & Business Need (Be certain to reference any relevant project, event, center/location, etc.)

Account Strings (required)

Account	Fund	Organization	Program	Sub-Class	Budget Year	Project/Grant

(add additional sheet if space required)

Authorizations

Cardholder (Requestor):

Signature

Approving Official:

Signature

Assistant Superintendent/Vice President:

Signature