

U.S. DEPARTMENT OF AGRICULTURE
MARKETING AND REGULATORY PROGRAMS (MRP)

PLEASE "X" ONE

New Application

Change

APPLICATION FOR THE GOVERNMENT PURCHASE CARD (VISA)

To obtain the Government Purchase Card, you must be a permanent Federal employee. The applicant must pass the Department of Agriculture's Micro-Purchase Self Study Course or have a contracting officer's warrant. Upon submitting this application, please attach training certificates if warranted. If no certificates are attached, the Self-Study course will be mailed to you prior to processing this application for a Purchase card. Please send the application to your local agency program coordinator at the address listed below.

1. NAME OF APPLICANT

2. APPLICANT'S POSITION TITLE

3. OFFICE ADDRESS

Please "X" one: Work at Home Address Government Office Address

4. OFFICE TELEPHONE NUMBER (Include Area Code)

5. PURCHASING AUTHORITY

A. SINGLE PURCHASE LIMIT ("X" One)

Non-Warranted Cardholder \$2,500 (this limit is pre-established by Departmental Regulation (DR) 5013-4)

Warranted Cardholder (include copy of Contracting Officer (CO) Certificate of Appointment) and training certificates)

a. \$ _____ (\$100,000 or warrant authority limit - whichever is lower)

B. THIRTY-DAY PURCHASE LIMIT

\$ _____ Non-Warranted Cardholder

\$ _____ Warranted Cardholder

C. CHECK WRITING CAPABILITY

Yes No (See attached for use of checks)

6. SUPERVISOR SIGNATURE (Who is also authorized to establish cardholders and modify the cardholder's account)

7. SUPERVISOR'S OFFICIAL ADDRESS

A. NAME

B. TITLE

C. TELEPHONE NUMBER (include Area Code)

8. CARDHOLDER SIGNATURE

9. DATE SIGNED