

Cardholder Instructions

1. Open the form via link on HCCafe
2. Fill out all required fields (fields marked with red asterisk) with correct information, and submit form (see screenshot below)

Purchasing Card Request Form

Requestor Details	
1) Cardholder Name Line 1 *	<input type="text"/>
2) Cardholder Name Line 2	<input type="text" value="HORRY COUNTY"/>
3) Cardholder Address Line 1 *	<input type="text"/>
4) Cardholder Address Line 2	<input type="text"/>
5) City/State/Zip *	<input type="text"/>
6) Email *	<input type="text"/>
7) Phone # *	<input type="text"/>
8) Employee ID *	<input type="text"/>
Department *	<input type="text"/>
Request Details	
10) pCard Request Type *	<input type="text"/>
11) Requested Credit Limit *	<input type="text" value="\$5,000.00"/>
12) Default Account Number (Munis) *	<input type="text"/>
<input type="checkbox"/> EOC Activation Emergency Card	
12) Reconciler *	<input type="text"/>
13) Reconciler Email *	<input type="text"/>
14) Reconciler Employee ID *	<input type="text"/>
<input type="button" value="Submit"/>	

3. If request is for new pCard and it is approved by the Department Head, Assistant County Administrator, and the Procurement Director, the Purchasing Card Training Manual must be read and acknowledged by the requestor

4. Once training manual is acknowledged, a test will be taken by the requestor, with results sent to the test administrator (see Directions for Navigating to the DKT Reader)
5. If request is not for a new card, and instead for a limit increase on an existing card, the training manual acknowledgement and test does not have to be done
6. Requestor will then be notified once the request has been completed