



**West Virginia Department of Transportation**  
**Division of Highways**  
P-Card Holder Request Form



Requestor: \_\_\_\_\_ Date: \_\_\_\_\_

Requested Cardholder Name: \_\_\_\_\_ Org.: \_\_\_\_\_

Requested Cardholder Classification: \_\_\_\_\_

Number Of P-Cards That Currently Exist In Organization: \_\_\_\_\_

Explanation of Cardholder Request:

**Approvals**

Division Director or DE/M: \_\_\_\_\_

Deputy State Highway Engineer: \_\_\_\_\_

State Highway Engineer: \_\_\_\_\_

Business Manager: \_\_\_\_\_