



Procurement Card Delegation of Authority

Cardholder's Full Name: _____ (the "Cardholder")

Department: _____

As first-level purchase signing authority with respect to the Cardholder, I request to delegate to the Cardholder the authority to make the specific purchases from the specific vendors at the maximum values per purchase indicated below. This delegation allows the Cardholder to make these purchases without separate approval from me for each transaction.

VENDOR	PURCHASE TYPE	VALUE

I understand that this delegation will not become effective until I am notified that it has been signature approved by the Vice President of Business & Administrative Services. This delegation will expire on:

_____ (not to exceed one year from today).

 Signature of Supervisor (Dean, Director, VP, or President) Date

 Supervisor Printed Name Title

BUSINESS & ADMINISTRATIVE SERVICES DEPARTMENT USE ONLY

 Signature of VP, Business & Administrative Services Date