

Cardholder/Card Custodian Authorization Form

Cardholder

1. I understand as the Cardholder I am responsible for all transactions on the procurement cards assigned to me.
2. There are occasions where the Card Custodian can and will make purchases using the procurement card on my behalf.
3. By signing this form I give permission to the card custodian, listed below, the authority to make purchases on behalf of my building or department.
4. There are occasions where cards assigned to me may be checked out to others in my department/school who have signed the Procurement Card User Agreement.
5. I understand that all transactions will be reviewed for approval by me after the fact on a weekly basis.
6. I authorize transactions up to the following dollar limit. _____
7. I acknowledge that I have signed and understand the Procurement Card User Agreement.

Cardholder's Name (printed)

Cardholder's Signature and Date

Card Custodian

1. I recognize that as the Card Custodian I have been given authority to purchase items on behalf of my building or department.
2. As a part of my duties I will make sure that the building or department has budget capacity to make before making the purchase.
3. I will not purchase more per transaction than I am authorized to do so listed above.
4. I acknowledge that I have signed and understand the Procurement Card User Agreements

Card Custodian's Name (printed)

Card Custodian's Signature and Date