

## 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. By signing this form, I give permission and authority to the card custodian, listed below, to make purchases on behalf of my building or department.
3. 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.
4. I understand that all transactions will be reviewed for approval by me after the fact on a weekly basis.
5. I acknowledge that my standard credit limit per transaction is \$\_\_\_\_\_ and my standard credit limit per card per month is \$\_\_\_\_\_ per policy 6212.
6. 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