



Name on Card:		Campus/Site:	
Card No. (last 4):		Dept. Name:	

Cardholder/Coordinator Acknowledgement:

I, the undersigned, acknowledge receipt of the Purchasing Card described above. I further acknowledge that I have read and understand the PCard Manual procedures and my role in the PCard program and I agree to comply with the PCard Manual procedures and all applicable purchasing procedures.

<input type="checkbox"/> Coordinator/Custodian of Dept. PCard	<input type="checkbox"/> Individual Cardholder
Print Name:	Signature:
Employee:	Date:

Approver Acknowledgement:

I, the undersigned, acknowledge that I have received training from my Business Manager in my role as an Approver in the use and administration of the PCard and I agree to comply with the PCard Manual procedures and all applicable purchasing procedures.

Print Name:	Signature:	Date:
Approver:		
Approver:		
Approver:		

Business Manager Acknowledgement:

I, the undersigned, acknowledge that I have issued the Purchasing Card described above to the employee who has signed for receipt of the card. I further acknowledge that I have trained the above name employee and others listed below in the use and administration of the PCard. I acknowledge and agree that it is my responsibility to comply with the PCard Manual procedures and all applicable purchasing procedures. I agree to support and assist all users at my Campus/Site so that they may comply with all procedures.

Print Name:	Signature:	Date:
Business Manager:		

PCard Administrator Use:

Print Name:	Signature:	Date Rec'd:
Employee:		
16-digit Card No:		

Notes:

Notes: