6212F-2

Procurement Card Authorization Form

Card Custodian 1 recognize that as the Card Custodian, I have been given authority to purchase items on behalf of my building or department. As a part of my duties, I will make sure that the building or department has the budget capacity before making purchases. Cardholder I understand that I am responsible for all transactions on the procurement card(s) assigned to me. There are occasions where the Card Custodian will make purchases using the procurement card(s) on my behalf, my building's behalf, and the department's behalf. There are occasions where cards assigned to me may be checked out to others in my department/school who have reviewed the Procurement Card User Agreement 6212F-3 and signed the accompanying log. I have received and take responsibility for the number of procurement cards specified above. Card Custodian and Cardholder Procurement cards must be kept in a secure or locked location. If there are multiple users, the Procurement Card Check Out Sheet must be maintained, per 6212F-3. Original receipts are to be turned in to the Card Custodian after each purchase. Original receipts must be used for reconciliation. The receipts are to be reviewed for appropriateness and approved by the Card Custodian and the Cardholder on a regular basis. I agree to use the card in accordance with Policy and Procedure 6212 and Procurement Card User Agreement 6212F-3. The Cardholder, Card Custodian, and/or Card User must notify the Finance Department immediately if: A card is lost A card is lost A card is misused If you notice suspicious charges Cardholder's Name (print) Cardholder's Signature Date	Bldg:	I	Dept:	Number	r of Cards Assigned:	
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