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Delegation of P-Card Authority

Guidance for completion: This form is used by the Cardholder to elect a delegate within their school or location to have purchasing and signatory authority in the absence of a cardholder. The Cardholder may select no more than two (2) delegates. The Principal/Department Head is required to sign approving the delegation of the cardholder's card.

The delegated employee must have working knowledge and adhere to the Purchasing Card Policies and Procedures. If training is required, please notify the Procurement Services @ Procurement@rhmail.org with the Subject: P-Card Training for Delegate.

School/Department _____

I, _____, delegate purchasing and signatory authority to
(Cardholder Name)

_____ for the use of my P-Card for the designated period of
(Delegate Name)

from _____ to _____.

Principal/Director Name (print) _____

Principal/Director Signature & Date _____

Cardholder Name (print) _____

Cardholder Signature & Date _____

#1 Delegate Name (print): _____

Delegate Signature & Date: _____

#2 (Optional) Delegate Name (print): _____

Delegate Signature & Date: _____

** Authorization Form for Purchasing Card only**

Revised July 1, 2025