

DELEGATED CARD USER FORM

Your signature as Cardholder on this form indicates that you understand and will comply with delegated card user requirements, including the following statements:

1. A Cardholder may designate another person to use the Cardholder's P-Card to make authorized purchases. An example of a delegated card user would be a graduate assistant.
2. Cardholders are responsible to ensure that delegated users are aware of P-Card procedures by having delegated users complete the online training [P-Card Cardholder and Delegated User Training](#), or by personally training them.
3. If delegated cardholders do complete the online training [P-Card Cardholder and Delegated User Training](#), please indicate how training was provided.
4. Cardholders are responsible and accountable for all charges whether made by themselves or by their delegated users.

Last 4 digits of P-Card: _____

Delegated Card User(s):

Date of Delegated
Card User Training
(Online)

Date Trained by
Cardholder*

Name (print)

Name (print)

Name (print)

Name (print)

***Brief description of Training provided by Cardholder:**

Cardholder Signature

Cardholder Printed Name

Date

Supervisor Signature

Date