

P-Card Approval Delegation Form

PROCEDURE

The P-Card Approval Delegation Form is used to delegate authority to approve P-Card monthly expenses on behalf of a Division/Department head, Dean, Vice President or the President. The employee who has been delegated authority will review and comply with the limits and policies identified in this form. The delegation must not have a conflict to line of authority.

INSTRUCTIONS



Download this form to your desktop **and** open the form in **ADOBE PDF** before starting. **This form will NOT work correctly in your web-browser.**



Make sure the 'Show border hover color for fields' in Adobe PDF is 'checked'. You will only need to complete this requirement if you have altered the default settings of Adobe PDF on your computer.



Mandatory fields are highlighted in '**RED**'.



Use a **Digital Id Signature** when signing this Form.



Click the '**RED**' button to stop the routing of this document, and identify why you stopped the routing of this document.



Click the '**GREEN**' button to send this document to the next reviewer.

CALENDAR

Today's Date:

Grantor of Approval Authority (Supervisor of P-Card holder):

Designee of Approval Delegation :

P-Card holder:

P-Card # (last 4 digits)

I, the designee of approval delegation, have read and will comply with the following policies and procedures:

1. 4.121 Purchasing Procurement Card "P-Card" Policy- <https://www.lcsc.edu/policies>
2. 4.111 Purchasing Policy - <https://www.lcsc.edu/policies>
3. P-Card Procedure Manual -<https://www.lcsc.edu/purchasing/employees/p-card-guidelines/p-card-policy-and-procedures>
4. Idaho State Policy - <https://www.sco.idaho.gov/LivePages/fiscal-policies-p-card-policy.aspx>

ROUTING & APPROVALS

Note: The preparer of this document is responsible for identifying all needed e-mail addresses. Please do not 'Print to PDF' or send a scanned copy of the P-Card Approval Delegation form.

| Signatory/Approver | LCSC e-mail | Digital ID Signature | Disapprove | Approve |
|--------------------|-------------|----------------------|------------|---------|
|--------------------|-------------|----------------------|------------|---------|

P-Card holder:

Designee for approval delegation:

By signing this form, designee agrees to read and comply with the policies and procedures noted above.

Grantor (Supervisor of P-Card holder):

Approval ends with the P-Card holder's respective Vice President, or the President (for P-card holder's who are direct reports).