

## Procurement Credit Card Program Agreement (Approving Official)

Name of Approving Official: \_\_\_\_\_

Department: \_\_\_\_\_

Single Transaction Limit: \$ _____ Monthly Transaction Limit: \$ _____
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Type of Procurement Card (circle one): Travel Corp Card (group or team travel with students)  
P-Card (non-group travel)

The approving official accepts the authority and responsibility to review the Procurement Credit Card transactions as described below.

- Reviewing and monitoring their departments' expenses.
- Review receipts and statements monthly on Procurement Cardholder's expenses incurred.
- Responsible for making sure the cardholder's monthly credit card report is completed before he/she leaves the University.

The approving official must have an overall knowledge of the Procurement Credit Card Purchasing policies and procedures. If the approving official does not already have signature authority for the chartfield string assigned to that particular card, a Delegation of Authority Form will need to be completed.

I agree to adhere to the policy statements within the Procurement Card Handbook, including the sections entitled:

- What You May Purchase with the P-Card/Travel Corp Card
- Restricted Transactions
- Prohibited Transactions

I understand that non-adherence to any of the procedures and policy contained in the Procurement Card Handbook may result in department's cardholder privileges being suspended or canceled.

I hereby acknowledge completion of training.

\_\_\_\_\_  
Approving Official Signature

\_\_\_\_\_  
Date