

**PEOPLESOFT P-CARD
PROXY AUTHORIZATION FORM**

This form must be submitted to initiate access to the PS P-Card System. A separate form must be submitted for each card. Any changes/updates must be submitted on the Purchasing Card Account Maintenance Request Form.

Complete the following:

Cardholder Name: _____ Dept: _____

Cardholder Email: _____ VISA Card # (last 8 digits): _____

Telephone #: _____ Default Chart String linked to Card: _____

1. Authorize Cardholder to review/approve/reallocate his/her own charges each month.

Cardholder Name: _____ Email: _____
Chart String: _____

2. If someone other than Cardholder will be a Proxy to approve/reallocate charges, indicate below:

Primary Name: _____ Email: _____ Chart String: _____
Secondary Name: _____ Email: _____ Chart String: _____
Alternate Name: _____ Email: _____ Chart String: _____

3. Create Proxy for "view only" access (including cardholder if he/she does not do either No. 1 or No. 2).

Name: _____ Email: _____ Chart String: _____
Name: _____ Email: _____ Chart String: _____

Cardholder Signature: _____ Date: _____

Department Head Signature: _____ Date: _____
(No Designees)

<p>This area for Procurement only</p> <p>Date Entered/Changed: _____ By: _____</p>
