

**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” charges for his/her own card each month.

Cardholder Name: \_\_\_\_\_ Email: \_\_\_\_\_  
Chart String: \_\_\_\_\_

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

Cardholder Name: \_\_\_\_\_ Email: \_\_\_\_\_  
Chart String: \_\_\_\_\_

3. 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: \_\_\_\_\_

4. 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)

\_\_\_\_\_

**This area for Procurement only**

Date Entered/Changed: \_\_\_\_\_ By: \_\_\_\_\_