

## 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 attend a **Cardholder Training Session** or by personally training them.
3. If delegated cardholders do not attend a Cardholder Training Session, 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:** \_\_\_\_\_ **Index A** \_\_\_\_\_ (Please complete)

Delegated Card User(s):

Date of Cardholder  
Training Session

Date Trained by  
Cardholder\*

\_\_\_\_\_  
Name (print)

\_\_\_\_\_  
Name (print)

\_\_\_\_\_  
Name (print)

\_\_\_\_\_  
Name (print)

**\*Description of Training provided by Cardholder:**

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\_\_\_\_\_  
Cardholder Signature

\_\_\_\_\_  
Cardholder Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date