

## 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 complete the online training [P-Card Cardholder and Delegated User Training](#), or by personally training them.
3. If delegated cardholders DO NOT complete the online training [P-Card Cardholder and Delegated User Training](#), 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:** \_\_\_\_\_

Delegated Card User(s):

Date of Delegated  
Card User Training  
(Online)

Date Trained by  
Cardholder\*

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

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

**\*Brief description of Training provided by Cardholder:**

---



---



---

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

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date