

Org. Code Signature Delegation FOR PROCUREMENT CARD USE ONLY

Print Name: _____

Job Title: _____

Per Transaction Dollar Limitation: _____

Monthly Dollar Limitation: _____

(Remember! The dollar limitations shown above must match the delegation amount attached to your procurement card)

Is this amount an: Increase Decrease Unchanged New

Effective Date: _____

Authorized Org Codes (Please enter in numerical order)

If not able to enter all org code numbers, staple list to this delegation sheet.

I am aware of my responsibility to ensure adherence to the fiscal management roles and responsibilities policy, state fiscal and procurement rules, federal, and state laws on the transactions I approve. I accept this delegation.

Signature: _____ Date: _____

Printed Name: _____ Initials: _____

Org Code Owner Name: _____

Signature authority, or the ability to approve purchases on my behalf, is hereby delegated. I understand this delegation will allow the execution of purchases and authorization of payments up to the amount listed above.

Org Code Owner Signature: _____ Date: _____

Vice President/President Signature: _____ Date: _____

Elimination of Signature Authority

Signature authority shall be eliminated immediately if individual leaves the college or if the Purchasing Office is instructed to remove delegation by the appropriate Dean/Director or Vice President.

**WHEN FULLY EXECUTED, SEND FORM TO THE ORIGINATOR
FOR INCLUSION IN THEIR PROCUREMENT CARD FILE.**