



SAM HOUSTON STATE UNIVERSITY
A Member of The Texas State University System
 Procurement and Business Services

Delegation of Procurement Card Authority

Department: _____

Procurement Card Number: _____

- The delegates assigned administrative responsibilities in connection with review of Procurement Card purchases are responsible and will exercise due diligence in performing this role.
- The delegates understand the policies and procedures of the Procurement Card Program, agree to abide by them, obtain and apply relevant and current information.
- Ongoing financial management of department accounts will occur to ensure that sufficient funds exist in the relevant accounts to support the purchases made.
- The delegates fully understand that they are still ultimately responsible for the review and reconciliation of the charges made on the procurement card issued and submittal of all required documents per Procurement Card Policy and will exercise due diligence in reviewing each Procurement Card transaction.
- The delegates will ensure that all Procurement Card purchases are necessary and appropriate for the department's operational needs.

As the assigned delegates for the procurement card number listed above, we will retain full responsibility for the card and all expenditures charged to it.

Primary Delegate: _____ Printed Name _____ Signature	Secondary Delegate: _____ Printed Name _____ Signature
--	--

My signature certifies that, as Department Head I have reviewed and approve the above request for delegation.

Department Head Signature: _____
 Printed Name

 Signature

Effective Date: _____

This delegation will remain in effect until one of the following occurs: (1) The delegation is reassigned by the Department Head to another individual or (2) the delegate leaves the department or the University. (It is the responsibility of the Department Head to inform the Procurement Card Coordinator (via email) if the Primary or Secondary Delegate will no longer serve.) A new delegation form will need to be submitted to the Procurement Card Coordinator located at CHSS Building, Room 452.

Submit the completed form to: Procurement and Business Services – Attn: Kathy Roberts, Box 2028