

## P-CARD HOLDER SIGNATURE CARD

DELEGATE INFORMATION FOR P-CARD HOLDER. *I am aware that I am responsible for ensuring adherence to the fiscal management roles and responsibilities policy, State Fiscal rules as well as procurement rules, federal and state laws on the transactions I approve. I further understand unless I am the President of the College or the President's delegate, I cannot sign a contract as a representative of the college. I accept this delegation.*

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

ORG CODE NUMBER(S): \_\_\_\_\_

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**P-Card Holder**      **Limit** ≤ \$2,999.00 per transaction

The ability to approve purchases on a P-Card transaction on my behalf, is hereby delegated as of \_\_\_\_\_ (date) related to the above noted ORG code number(s). I understand that this delegation will allow the execution of purchases and authorization of payments up to the amount listed above.

Approving Official/Supervisor:

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Division Vice President/President:

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

ELIMINATION OF P-CARD AUTHORITY  
PLEASE **REMOVE** THE ABOVE DELEGATED P-CARD AUTHORITY

Division Vice President/President:

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Return this form to: Patricia Bouley- CCD Fiscal Office, Administration Building 310 – Phone: 303-352-3005**