



## Procurement Card Program Allocation/Re-Allocation Authorization and Agreement

I, \_\_\_\_\_, am authorized to grant approval to \_\_\_\_\_  
for the purpose of allocating & reallocating expenses incurred through the use of the Community College  
of Denver's (College) Procurement Card (P-Card) for the following organization codes:

_____ Org #	_____ Org Name	_____ Org #	_____ Org Name
_____ Org #	_____ Org Name	_____ Org #	_____ Org Name
_____ Org #	_____ Org Name	_____ Org #	_____ Org Name
_____ Org #	_____ Org Name	_____ Org #	_____ Org Name
_____ Org #	_____ Org Name	_____ Org #	_____ Org Name

I understand that if, in addition to the above P-Card authorization, authority and access to use the on-line requisition process has also been granted to the above employee, the same organization codes for which requisition approval has been granted will be accessible for P-Card use. Likewise, organization codes approved for P-Card use may be accessed by the on-line requisition process.

I also understand that if the employee(s) named above leaves employment with the College, or my area of responsibility, I am responsible for notifying the P-Card Program Administrator, so that the above authorization can be terminated.

Department: \_\_\_\_\_

Employee: _____	_____	_____
Print Name	Signature	Date

Org Owner: _____	_____	_____
Print Name	Signature	Date

Director/Dean/VP: _____	_____	_____
Print Name	Signature	Date