



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

**Delegation of Procurement Card Authority**

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

Last 4 digits of Card #: \_\_\_\_\_

- 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

Secondary Delegate: \_\_\_\_\_  
 Printed Name

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Signature

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

Department Head, Signature: \_\_\_\_\_

Department Head, Printed Name: \_\_\_\_\_

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 P-Card Administrator (via email) if the Primary or Secondary Delegate will no longer serve. A **new delegation form** will need to be submitted to the P-Card Administrator.

**Submit the completed form to the P-Card Administrator via one of the following methods:**

<b>Email:</b>	<a href="mailto:shsupcard@shsu.edu">shsupcard@shsu.edu</a>
<b>Campus Mail:</b>	<b>Box 2028</b>
<b>Hand Delivery:</b>	<b>2432 Sam Houston Ave., Suite 102</b>