



**Sam Houston State University**  
*A Member of The Texas State University System*  
**Procurement and Business Services**

**P-CARD USER FORM**

**DEPARTMENT:** \_\_\_\_\_

**LAST 4 DIGITS OF P-CARD #:** \_\_\_\_\_

As a Procurement Card (P-Card) Delegate for Sam Houston State University, I have agreed to comply with the terms and conditions of the Department P-Card Agreement and the P-Card policies and procedures. If at any time my departmental card is to be used by another employee or student of Sam Houston State University for official business only, I will assure that:

- The employee or student has been properly instructed as to the usage;
- The usage by another employee or student is recorded in the University’s P-Card System and Procurement Transaction Log, including the employee or student name;
- All receipts and back up documentation are provided for the Transaction Detail Summary;
- The utmost security processes are implemented.

This signed original form must be on file in the Procurement and Business Services Department with the P-Card Coordinator **BEFORE** allowing another employee to use your departmental procurement card.

<b>Delegate Name</b>	<b>Delegate Signature</b>	<b>Date</b>
<b>Department Head Name</b>	<b>Department Head Signature</b>	<b>Date</b>

**Print/type the names of the individuals who may use the departmental p-card indicated above.**


Complete this form and forward to the P-Card Administrator whenever you want to add or remove someone from authority to make purchases with your P-Card. **Each time the form is updated it must include the name of ALL current users of the card. Before someone can be added as a user, they must have completed the online P-Card training provided in Talent Management.**

**Submit the completed form to the P-Card Administrator via one of the following methods:**  
**Email:** shsupcard@shsu.edu / **Campus Mail:** Box 2028 / **Hand Delivery:** 2432 Sam Houston Ave., Suite 102