

**AUTHORIZATION TO OBTAIN XAVIER UNIVERSITY PURCHASING CARD**

**(P-CARD)**

Complete one form for each person who will be authorized to use a P-Card.

I am authorizing \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to receive a Xavier P-card for organization code

Cardholder’s Name

­­­­­­\_\_\_\_\_\_\_\_\_\_\_.

Use of the card is restricted to purchases up to $2,900 following the terms and conditions outlined in the Purchasing Card Manual.

Authorized by:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

**Return this completed form with the Purchasing Card Agreement to the Office of Fiscal Services, P-Card Administrator, lgie@xula.edu.**