



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 at Sam Houston State University for official business only, I will ensure 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 Administrator **BEFORE** allowing another employee to use your departmental procurement card.

Delegate Name	Delegate Signature	Date
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Department Head Name	Department Head Signature	Date
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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, shsupcard@shsu.edu whenever you want to add or remove someone from authority to make purchases with the department 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 P-Card Training, signup through Talent Management.