



P-Card Pick-up Authorization Form

Instructions

- Complete this form in its entirety (one form per P-Card).
- P-Cards are available for pick-up in the Purchasing Department Office (Admin 104) during normal business hours.
- The P-Cardholder, or designee, must present this completed form and their picture ID at time of card pick-up.

P-Cardholder Information

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|----------------------|--|
| Name (please print): | |
| Warrior ID #: | |
| Campus phone # : | |
| Email Address: | |

Select one (1) option:

- I picked up my LCSC P-Card from Purchasing.
- I picked up my BOA PIN number.
- I authorize a designee* to pick-up my P-Card on my behalf from Purchasing. I accept full responsibility to obtain the card from the named designee upon their return to the area. The designee must bring this completed form and their picture ID for the P-Card to be released.

Signature Authority:

| | | |
|-------------------------|--|------|
| P-Cardholder Signature: | | Date |
| *Designee Name: | | |
| *Designee Signature: | | Date |

For internal use only:

| | | | |
|-------------------------|--|--------------|--|
| Last 4 Digits of P-Card | | Pick-up Date | |
|-------------------------|--|--------------|--|

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|--------------|--|
| Released by: | |
|--------------|--|