



P-Card Approval Delegation Form

The P-Card Approval Delegation Form is used to delegate authority to approve P-Card monthly expenses on behalf of a Division/Department head, Dean, Vice President or the President. The employee who has been delegated authority will review and comply with the limits and policies identified in this form. The delegation must not have a conflict to line of authority.

Today's Date:

Grantor of Approval Authority (Supervisor of P-Card holder):

Designee of Approval Delegation :

P-Card holder:

P-Card # (last 4 digits)

I, the designee of approval delegation, have read and will comply with the following policies and procedures:

1. 4.121 P-Card Policy- <https://www.lcsc.edu/policies>
2. 4.111 Purchasing Policy - <https://www.lcsc.edu/policies>
3. P-Card Procedure Manual -<https://www.lcsc.edu/purchasing/employees/policy-and-procedures>
4. Idaho State Policy - <https://www.sco.idaho.gov/LivePages/fiscal-policies-p-card-policy.aspx>

ROUTING & APPROVALS

Note: The preparer of this document is responsible for identifying all needed e-mail addresses. Please do not 'Print to PDF' or send a scanned copy of the P-Card Approval Delegation form.

Signatory/Approver	Email	Digital ID Signature	Disapprove	Approve
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P-Card holder:

Designee for approval delegation:

By signing this form, designee agrees to read and comply with the policies and procedures noted above.

Grantor (Supervisor of P-Card holder):

Approval ends with the P-Card holder's respective Vice President, or the President (for P-card holder's who are direct reports).
