



# Stephen F. Austin State University P-CARD USE FORM

E-mail to [pcard@sfasu.edu](mailto:pcard@sfasu.edu)

As a Procurement Card cardholder for Stephen F. Austin State University, I have agreed to comply with the terms and conditions of the Cardholder Procurement Card Agreement and the Procurement Card procedures. If at any time my card is to be used by another employee or student of Stephen F. Austin 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 Oracle P-Card System, 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 until the card is returned to my possession

This form will take precedence over **any previous form** filled out. All previous forms are null and void once this form is completed and filed with Procurement. Form must be on file with the P-Card Coordinator **BEFORE** allowing another employee to use your card.  
Keep the original for your records.

### IDENTIFY THOSE CATEGORIES OF INDIVIDUALS OR INDIVIDUALS BY NAME THAT MAY USE THE CARDHOLDER'S CARD(S) (check all that apply)

- |   |   |
|---|---|
| <input type="checkbox"/> Any department employee                  | <input type="checkbox"/> Any student employee within department |
| <input type="checkbox"/> Any full-time employee within department | <input type="checkbox"/> Any student for a class project        |

### Named Individuals (list below):

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

.....  
Department Name: \_\_\_\_\_

_____	_____	_____
<b>Cardholder Name</b>	<b>Cardholder Signature</b>	<b>Date</b>

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