P-Card Approval Form

Request Date	02/07/20
Employee	
For Who or What?	
Purpose	
Items	
Vendor	
Cost	

(If estimate, be sure to enter an amount to cover all expected costs.)

Org #

Employee Org Limit

(If employee is not an Approved Fiscal Delegate, enter "0").

Verify Form

Obtain 2 Fiscal Delegate approvals. One approving Delegate must have approval for request amount.

E-Mail Delegate Approver

This button only works on campus. If you are off campus, save this file and attach it to an email seperately.

Optional: If you fill in the fields below, the form will automatically add the addresses to emails. You may leave them blank and manually enter email addresses. If 2 Approvals are Required, list both email addresses separated with a semicolon.

Approver(s) E-Mail Addresses:

Employee E-Mail Address:

To be completed by Fiscal Delegate Approver

Select Approve/Deny

Sign & Return Form

Sign without sending

You will not be able to sign the form unless all fields are complete.

Signing will lock all fields and cannot be undone.

Signing the form without sending will allow you to save the locked file and send manually (i.e. thorugh OWA if you are off campus).