University of Rochester Purchasing Card Authorization Form

I, the Dean, Director or Department Head authorize the P Card User(s) named below to receive and utilize a University P-Card for department purchases costing <$1,500. The P Card Manager and cardholders will be required to complete training in Access Line. The P Card Manager will provide weekly review and approval for department P Card purchases; insure that all P Card purchases made by these cardholders are appropriate expenditures for UR account(s) charged; are well documented for audit purposes and comply with University P-Card regulations. I agree to review/approve monthly bank statements and designate the following non-sponsored, non-restricted default account for charges incurred by the P Card users I’ve authorized.

Department Information:

_____________________________________________________
Department Name

_____________________________________________________
Department Head Name (Print)   Title

_____________________________________________________
Department Head Signature      Date

P Card Manager:  NOTE: Should minimal staffing dictate that the P Card Manager is also a cardholder the Department Head or a different “next level up supervisor” must be assigned to review/approve the P Card Manager purchases.

_____________________________________________________
P Card Manager Name (Print)      Title

_____________________________________________________
P Card Manager Signature      Date

MC/SMH Divisional Finance Approval: Cards requested for Medical Center or SMH accounts require approval/signature of the Divisional Finance Officer. A listing of these contacts may be found at: https://intranet.urmc.rochester.edu/FinServices/CapBudget/Attachment_B.asp.

_____________________________________________________
Finance Officer Name (Print)      Signature/Date

Authorized P Card Users: The following individuals are authorized to receive and use a P Card:

<table>
<thead>
<tr>
<th>Employee Name (Print)</th>
<th>Spend Category (5 digits)</th>
<th>Default FAO (8 Digits)</th>
<th>Monthly Limit (Default: $2,000/mo)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note: Please complete and attach a Purchasing Card Application for each user. Grant FAOs cannot be used as a Default for the PCard.

Revised 6/2014