for Sam Houston State University, I have agreed to comply with the terms and conditions of the Department P-Card Agreement and the P-Card policies and procedures. If at any time my departmental card is to be used by another employee or student of Sam Houston 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 P-Card System and Procurement Transaction Log, 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

This signed original form must be on file in the Procurement and Business Services Department with the P-Card Coordinator **BEFORE** allowing another employee to use your departmental procurement card.

Delegate Name	**Delegate Signature**	**Date**
Department Head Name	**Department Head Signature**	**Date**

Print/type the names of the individuals who may use the departmental p-card indicated above.