

The Delegation to Use form delegates someone other than the cardholder to use a Purchasing Card. Please fill out the fields below.

To — supplier name: From — cardholder name: Date: Date: Subject: Delegation to use the ASU P-Card The designated individual(s) listed below are hereby delegated to use the ASU P-Card number ending in the last six digits of, that is issued to me. This individual will also have the card to complete the transaction with other needed information. I understand that I am responsible for any charges made on this card.			
		If I must answer any questions, please contact me at	
		Sincerely,	
		Print cardholder name	Signature
Designated individuals			
Print name	Signature		
Print name	Signature		
Print name	Signature		