

DELEGATION TO USE FORM

(Delegating someone other than the Cardholder to use this P-Card)

To: (Supplier Name) _____

From: (CardHolder Name) _____

Date: _____

Subject: Delegation to Use the ASU Purchasing Card

The designated individual(s) listed below is (are) hereby delegated to use the ASU Purchasing Card No. ending in the **last six digits** of _____ 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 may answer any questions, please call me at _____.

Designated Individual(s)

Print Name

Signature

Print Name

Signature

Print Name

Signature

Sincerely,

Print Cardholder Name

Signature