UMBC
AN HONORS UNIVERSITY IN MARYLAND

STATE OF MARYLAND CORPORATE PURCHASING CARD PROGRAM
PEOPLESOFT P-CARD PROXY AUTHORIZATION FORM

This form must be submitted to initiate access to the PeopleSoft P-card Module. A separate form must be submitted for each card. Any changes/updates must be submitted on the Purchasing Card Maintenance Request Form.

CARDHOLDER INFORMATION

Cardholder Name: _____ Department: _____

Cardholder Email: _____ VISA Card # (last 8 digits): _____

Telephone #: _____ Default Chart String: _____

PeopleSoft Empl ID: _____ Campus ID: _____

1. Authorize Cardholder to review/approve/reallocate his/her own charges each month in PeopleSoft.

   Cardholder Name: _____ Email: _____ Chart String: _____

2. Proxy for Cardholder to review/approve/reallocate, indicate below:

   Primary Name: _____ Email: _____ Chart String: _____

   Secondary Name: _____ Email: _____ Chart String: _____

   Alternate Name: _____ Email: _____ Chart String: _____

3. Authorize for "view only" access:
   (Option for cardholder or supervisor if he/she is not responsible for either item 1. Or item 2.)

   Name: _____ Email: _____ Chart String: _____

   Name: _____ Email: _____ Chart String: _____

Cardholder Signature: _____ Date: _____

Dean/Director/ Dept. Head Signature: _____ Date: _____
(No Designees)