



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) (print name)