

## Procurement Card Authorization Form

Bldg: \_\_\_\_\_ Dept: \_\_\_\_\_ Number of Cards Assigned: \_\_\_\_\_

### Card Custodian

I recognize that as the Card Custodian, I have been given authority to purchase items on behalf of my building or department.

As a part of my duties, I will make sure that the building or department has the budget capacity before making purchases.