

Please complete the form below and return to Business Services if you plan to use your P Card on any grant (5-XXXXX) accounts. Your P Card purchases will not be authorized until the Grant & Contract Administration Office receives this form. If you have any questions, please contact either Shannon Sutton or Jessica Dunn at 298-1811.

Grant Expenditures Using a Procurement Card (P Card)

This memo will serve to indicate the intent to guarantee P Card purchases for all grant accounts for which the cardholder is authorized. If a P Card purchase is determined to be unallowable or the grant account is over budget, the Office of Grant and Contract Administration has the authority to move the expense to default account _____. In the event an expense is moved, email notification will be sent to both the cardholder and default account fiscal agent (as listed below).

Cardholder Name

Cardholder Signature

Default Account Fiscal Agent Name

Fiscal Agent Signature