



# PCard Pick-up Authorization Form

## Instructions

- Complete this form in its entirety (one form per card).
- Call the PCard Office to schedule pick-up at 292-9290 (2070 Blankenship Hall, 901 Woody Hayes Dr.)**
- The Card Manager, Cardholder, Senior Fiscal Officer or appointed designee, must present this completed form and BuckID at time of card pick-up.

## Card Manager / Cardholder Information

<b>Name</b> (please print):	
<b>Employee ID #:</b>	
<b>Campus Phone #</b>	(    )    -
<b>Email Address:</b>	

## Select one (1) option:

### Option 1:

<input type="checkbox"/>	<b>I, the Card Manager / Holder, will pick up the card from PCard Program Office</b>
<b>Card Manager / Holder Signature</b>	<b>X</b>
	<b>Date</b>

### Option 2:

<input type="checkbox"/>	<b>The Senior Fiscal Officer for my College / VP area will pick up the card from PCard Program Office</b> The Senior Fiscal Officer is responsible for the distribution of the card to the Card Manager / Holder
<b>Senior Fiscal Officer Name</b> (Please print)	
<b>Senior Fiscal Officer Signature</b>	<b>X</b>
	<b>Date</b>

### Option 3:

<input type="checkbox"/>	<b>I authorize a designee* to pick-up the card on my behalf from the PCard Program Office</b> The Card Manager / Holder or Senior Fiscal Officer accepts full responsibility to obtain the card from the named designee upon their return to the area.
<b>Card Manager / Holder or Senior Fiscal Officer Signature</b> (Required for Designee Authorization)	<b>X</b>
	<b>Date</b>
<b>Designee Name*</b> (Please print)	
<b>Designee Signature</b>	<b>X</b>
	<b>Date</b>

## For Office Use Only

<b>Last 4 Digits of Card:</b>		<b>Pick-up Date:</b>		<b>Admin. Initials:</b>	
<b>Embossed Name:</b>		<b>College/V.P. Area</b>			