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Delegation of P-Card Authority

***Guidance for completion:** This form is used by the Cardholder to elect a delegate within their school or location to have purchasing and signatory authority in the absence of a cardholder. The Cardholder may select no more than two (2) delegates. The Principal/Department Head is required to sign approving the delegation of the cardholder's card.*

The delegated employee must have working knowledge and adhere to the Purchasing Card Policies and Procedures. If training is required, please notify the Procurement Services @ Procurement@rhmail.org with the Subject: P-Card Training for Delegate.

School/Department _____

I, _____, delegate purchasing and signatory authority to
(Cardholder Name)

_____ for the use of my P-Card for the designated period of
(Delegate Name)

from _____ to _____.

Principal/Director Name (print) _____

Principal/Director Signature & Date _____

Cardholder Name (print) _____

Cardholder Signature & Date _____

#1 Delegate Name (print): _____

Delegate Signature & Date: _____

#2 (Optional) Delegate Name (print): _____

Delegate Signature & Date: _____

*** Authorization**
Form for Purchasing
Card only*