

Sample Purchasing Card Delegation Form
Purchasing Card
Delegation to Use

To: (Supplier Name) _____

From: (CardHolder Name) _____

Date: _____

Subject: **Delegation to Use the ASU Purchasing Card**

The designated individual(s) listed below is (are) hereby delegated to use the ASU Purchasing Card No. _____ issued to me. I understand that I am responsible for any charges made on this card.

If I may answer any questions, please call me at _____.

Designated Individual(s)

Print Name

Signature

Print Name

Signature

Print Name

Signature

Print Name

Signature

Sincerely,

Print Cardholder Name

Signature