

**PROCUREMENT CARD TEMPORARY DELEGATION
FOR LOCAL SUPPLIER PURCHASES**

Washington State University
Accounts Payable, Card Services
PO Box 641025
Pullman, WA 99164-1025

See BPPM 70.08 for further instructions.

This temporary delegation allows the delegate to use the indicated WSU Procurement Card to purchase goods and/or services. **This procurement card delegation is only applicable for the date of purchase, vendor, and delegate indicated below.**

NOTE: This form is not required for telephone orders or online purchases.

SUPPLIER NAME	DATE OF PURCHASE	LAST 4-DIGITS OF CARD NO.

By signing this form, I authorize the delegate named below to present the card bearing my name to you for payment. I have trained this individual in the appropriate use of this procurement card.

If you have any concerns about the transaction, contact me at the telephone number listed below. It is recommended that the supplier collect and retain this document.

CARDHOLDER NAME	CARDHOLDER SIGNATURE	DATE OF SIGNATURE
WSU DEPARTMENT NAME		TELEPHONE

DELEGATE NAME	DELEGATE SIGNATURE	DATE OF SIGNATURE

**The delegate presents the original to the supplier at time of purchase, upon request.
If supplier does not collect the form, file with the itemized documentation of the purchase.**