

P-card Authorization Form for Leave of Absences

This form gives temporary authorization for a designated person to take over all P-card duties during a specific time frame. Leave of Absence is considered two or more weeks where you will be unavailable to perform your designated P-card duties. Please complete the below information, sign, and return to the business office, prior to your leave whenever possible. In situations of emergency where no notice can be feasibly expected, the budget authority, department head, director, or president may authorize access.

Last 6 digits of P-card	
Card Holder	
Temporary Card Holder	
Budget Authority	
Temporary Budget Authority	
Dates of Absence	
Person Authorizing	

	Printed Name	Signature	Date
Card Holder			
Budget Authority			
Authorized Person			
Director of Accounting			
Program Admin			

Please note that a card holder cannot be the temporary budget authority and the budget authority cannot be the temporary card holder.