

## Acknowledgment of Delegation Form

Cardholder Name	Cardholder Employee ID	P-Card number (last 4 digits)

Delegate Name	Delegate Employee ID	P-Card Training Completion Date

Delegation Start Date	Delegation End Date

Is this an extension of a prior delegation?  **Yes**  **No**

**Delegation Limitations and Responsibilities.** The following limitations apply to p-card delegations:

- i. Delegations may last no more than 7 consecutive days.
- ii. Each new delegation must be documented through completion of a new acknowledgement of delegation form (see 5.B.ii. above).
- iii. A cardholder may not delegate for a period longer than 21 consecutive days, as documented through three separate 7-day delegations and a cardholder may not delegate p-card use to the same individual for more than 30 days total in a calendar year.
- iv. The cardholder remains fully accountable for all purchases made using their p-card, including during delegation periods.
- v. Any misuse or noncompliance by a delegated employee will be the responsibility of the cardholder. The cardholder will be responsible for any reimbursement to UADA for misuse or noncompliance.

By signing below, the cardholder and delegate agree to abide by UADA P-Card policies as outlined in UADA Policy 390.1

X  
Cardholder Signature

X  
Delegate Signature

## **P-Card Delegation Process:**

In limited and infrequent circumstances, it may be appropriate for cardholders to delegate use of a p-card, subject to the terms and standards further outlined in this policy. Delegation is never appropriate for continual card use.

**Delegation Process.** The following steps must be followed any time someone other than the cardholder uses a p-card, without exception. Any deviation from the steps outlined below will be treated as an instance of noncompliance in accordance with the compliance standards outlined in Section 6 of this policy.

- i. Prior to use by an individual other than the cardholder, the individual to whom use is being delegated must complete training with the Procurement Office. Visit: [www.uada.edu/pcard](http://www.uada.edu/pcard) to enroll in p-card training.
- ii. The cardholder and employee to which use of the p-card is delegated must complete an acknowledgement of delegation form.
- iii. The cardholder must document all instances where someone else uses their p-card by completing the P-Card Tracking Log. This log must include every instance of delegated use, listed by transaction, for the entire billing cycle.
- iv. The cardholder must collect itemized receipts for each instance of use from the delegated employee.
- v. The cardholder must ensure that the completed log and acknowledgement of delegation form is attached to each p-card verification in Workday for all delegated transactions.

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