

**PURCHASING CARD TEMPORARY DELEGATION
FOR LOCAL VENDOR PURCHASES**

Washington State University
Purchasing Services
PO Box 641020
Pullman, WA 99164-1020

See BPPM 70.08.

This temporary delegation allows the delegate to use the indicated WSU Purchasing Card to purchase goods and/or services. **This purchasing 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.

VENDOR NAME	DATE OF PURCHASE	LAST 4-DIGITS OF CARD NO.
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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 purchasing card.

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

CARDHOLDER NAME	CARDHOLDER SIGNATURE	DATE OF SIGNATURE
WSU DEPARTMENT NAME		TELEPHONE

DELEGATE NAME	DELEGATE SIGNATURE	DATE OF SIGNATURE
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**The delegate presents the original to the vendor at time of purchase, upon request.
If vendor does not collect the form, file with the itemized documentation of the purchase.**