PCARD APPROVER INSTRUCTIONS

SUBMITTING THE PCARD APPROVER APPLICATION

1. For accurate cardholder creation and internal control, the Approver needs to review the PCard Tutorial and complete the PCard quiz and Approver Application if the Approver is new to the PCard system.
2. The PCard Approver Application can also be used for changes to Approver Information or Cardholders and Approvers Hierarchy. Check the Change box when completing a change.
3. Approvers can have multiple Cardholders assigned to them.
4. Approvers can also be a Cardholder, but need to complete a separate Cardholder Application to receive a card.

COMPLETING THE PCARD APPROVER APPLICATION

1. Approver Information
   a. Enter the name, applicant's physical campus location, email address and employee ID number. Please list all cardholders you will be the approver for.
2. Approver Signature
   a. Read and sign this section signifying agreement with EWU and PCard terms and conditions.

APPLICANT INFORMATION   **CHANGE**

Last Name	First Name	MI	Title	Date of PCard Training

Department or College	Room #	Building	City	State	Zip

Campus Phone	EWU Email Address	Employee ID #

Approver For (List All Cardholders):

_____   _____

_____   _____

_____   _____

_____   _____

APPROVER SIGNATURE

- I understand that this Procurement Card is to be used for Eastern Washington University business purchases only and is not to be used for any personal purchases. I acknowledge that all purchases must comply with the policies and procedures, terms and conditions of the University and the laws of the State of Washington. I understand that Cardholders who improperly use a purchase card may be subject to prosecution and penalties to the full extent provided by law. I understand that EWU may terminate the Cardholders PCard for any reason.

By typing my signature, I agree to comply with the above terms.

Approver Signature	Date