

P-CARD PROXY DELEGATION ASSIGNMENT

Section A: Responsibilities

McMaster University allows Faculty/Staff to designate person/s to his/hers P-Card. By designation another person/s to act as your proxy/delegate, you are authorizing "said" person to complete the monthly reconciliation process within Mosaic and purchase goods/services on the P-Card assigned to you. As the cardholder you are still responsible for all purchases that are placed on the card. If your proxy leaves McMaster University or is no longer working for you, please advise the P-Card Administrator of the change. The originator (card holder or proxy) who is completing purchases on the P-Card is responsible for ensuring all back-up documents are obtained and are submitted monthly with the P-Card reconciliation package.

Section B: P-Card Delegation

CARDHOLDER NAME	NAME OF DELEGATE	DELEGATE EMPLOYEE ID#	EMAIL OF DELEGATE	ADD OR REMOVE	DELEGATION SIGNATURE

Section C: Delegation Approval

In making this request I acknowledge that I am responsible for the P-Card. The proxy/delegate assigned to my card is reconciling my monthly transactions and where applicable, procuring goods/services on my behalf.

Cardholder signature: _____ Date: _____

To complete this request, please scan or fax this form to:

Email: kwright@mcmaster.ca Fax: 905-572-1015
