

Extension PCard Overnight Checkout Form

9/16/14

Guidelines:

- To be completed by a Purchasing Card User for use of the Department card overnight.
- To be maintained with the PCard log
- A copy of all requests for the month should be submitted with the log and Bank Statement

General Information:

PCard User: _____

Reason for overnight use: _____

Date Out: _____ Date In: _____

User Agreement:

By signing I confirm that

- I have read and understand the PCard policies and procedures.
http://busfin.osu.edu/FileStore/PDFs/223_PurchasingCard.pdf
- I understand that I may be held liable for fraudulent activity while the PCard is in my possession
- I will contact the Card Manager immediately if the card has been lost or stolen.
- I will return the card by the date indicated above
- I have received an emergency contact card and will keep that card separate from the PCard.

User Signature: _____ Date: _____

Authorization and Approval:

By signing the Unit Approver authorizes the card to be out overnight

Unit Approver: _____ Date: _____

By signing the Card Manager agrees to be available in the event the card is lost or stolen.

PCard Manager: _____ Date: _____



THE OHIO STATE UNIVERSITY

COLLEGE OF FOOD, AGRICULTURAL,
AND ENVIRONMENTAL SCIENCES