

PI / Project Director Delegation of Approving Manager Responsibilities Form Procurement Card Program

The PI / Project Director is the designated individual responsible for the programmatic and financial oversight of the funds. The PI / Project Director is responsible for complying with the financial and administrative policies of San Diego State University Research Foundation (SDSURF) and any award specific terms and conditions and is therefore required to approve all requests for Procurement Cards (PCards) associated with any of their funds.

I delegate Approving Manager responsibilities, as outlined in the SDSU Research Foundation Procurement Card Program Policy and Procedure Manual, to the individual named below. I certify that the individual below is a salaried SDSU/SDSURF employee and has signature authority on all of my funds. I understand and agree to the following terms and conditions:

- I have reviewed and understand the policies and procedures described in the Procurement Card Program Policy and Procedure Manual, which may be viewed at <http://www.foundation.sdsu.edu/pcard/index.html>.
- As PI / Project Director, I am ultimately responsible for all activity on my funds, including all PCard activity by designated cardholders and Approving Managers.
- I am responsible for reviewing and approving all requests to establish new cardholders or Approving Managers on my funds as well as all spending limit changes.
- I am responsible for notifying the Procurement Card Administrator immediately when cardholders or Approving Managers give notice or terminate employment so that cards and US Bank access online privileges can be cancelled.
- I am responsible for monitoring PCard activity on my funds on a regular basis via PI Profile, and reporting any suspected misuse or fraud to the Procurement Card Administrator.
- I will maintain oversight of the PCard program participants when authority has been delegated.
- I hereby delegate Approving Manager responsibilities, including one-up review of PCard transactions by cardholders, to the following person on all funds associated with my org code(s):

Delegate Name: _____
Delegate Signature: _____
Cardholder Name: _____
Last Four Digits of PCard #: _____ Authorized Org Code(s): _____

Principal Investigator or Project Director

I have read and understand all of the above information and understand the responsibilities of PI / Project Director as they relate to the Procurement Card Program.

Print PI / Project Director Name: _____	Date: _____
PI / Project Director Signature: _____	

SRA Administrator

I certify that the named delegate has an active employee appointment with SDSU or SDSURF and that the delegate has signature authority on **all** funds under this Org number.

Administrator Signature: _____

Internal PCard Administrator Use Only

Approving Official ID: _____	Division ID: _____	Card Number: _____
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