

P-Card Executive Level Approval Form

☒ Fill out Online ☒ Sign ☒ Attach with Receipt in Concur

This form is not required but has been made available to cardholders for purchases requiring executive level approval.

For quality assurance purposes, please fill out this document completely.

First Name: _____

E-mail: _____

Last Name: _____

UVU Phone Extension: _____

Credit Card Number
(Last 4 Digits): _____

Department: _____

Supervisor: _____

Mail Stop: _____

Approval(s) requested:

Alcoholic Beverages

P-Card Limit Change (Specify New Limits Below):

Single Purchase Limit: _____ Monthly Purchase Limit: _____

The default P-Card limits are set at amounts that are able to facilitate most small dollar transactions at the University.
Limit increases are rare and are made at the sole discretion of the P-Card Office and Procurement & Contract Services.

Detailed description and business purpose for the purchase:

Length of approval:

Annual Extended Approval: Current date _____ through end of fiscal year 20____, ending June 30, 20____.

One-Time Approval: _____

(Please fill out Range of Dates)

Justification for approval length:

Cardholder:

Print/Type Name

Date (MM/DD/YYYY)

Signature

Executive* Level

Approver:

Print/Type Name

Date (MM/DD/YYYY)

Signature

*The administrative positions of University President, Senior Vice President, Vice President, Associate Vice President, Assistant Vice President, Dean, General Counsel, Chief of Staff, and other identified Chief Executive Officers are designated as Executive positions at Utah Valley University.