

P-Card Executive Level Approval Form

Fill out online Print & Sign Scan & email to P-Card Manager / Mail to 188

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:

Clothing from the UVU Bookstore

Food

Tickets / Entertainment

Flowers

Removal of P-Card Restaurant Block

Gifts / Prizes / Awards

Holiday Decor for Public Areas

Professional Membership / License

Gift Cards for Non-Employees

Detailed description and business purpose for the purchase:

Length of approval:

One-time purchase

Annual

Other, please specify: _____

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.