

PURCHASING CARD DELEGATION REQUEST

FOR ODP BUSINESS SOLUTIONS ONLINE ORDERING

Note: If an order-placer will be using another person's purchasing card to place orders at odpbusiness.com, the Cardholder first needs to authorize this delegation.

An alternative to delegation is to enter the Cardholder as the Approver on the ODP Business Solutions account application at purchasing.wsu.edu/office-supplies/office-supply-contract/.

Instructions: Cardholder, please fill-in the gray boxes with your name, the name of the delegated user, as well as the final four digits of your P-Card and today's date, then sign below. If you would like to delegate multiple users, please specify those users in the comments section below.

ODP Business Solutions Account Login(s):

I, _____ authorize _____ to use my purchasing card for ODP business solutions orders placed online. I do not want to have the option of approving the orders before they are placed.

Last four digits of PCard:

Comments:

Cardholder Signature:

Date:

Routing Instructions:

Email to purchasing@wsu.edu. Retain a copy for department record.

If the card number changes (due to lost card, compromised account, etc.) resubmit this request.