

Purchasing Card Emergency Response Authorization Form

UNT SYSTEM™
Office of Procurement

By completing this form, purchasing card holders will be enrolled in the Purchasing Card Emergency Response Program. This program is intended to respond to University disasters and emergencies as declared by executive leadership. The limits requested will be activated upon declaration of an emergency or at department request (in case of isolated emergencies), and will remain in effect for the duration of the emergency. By signing this form, the requester is agreeing to abide by the rules and requirements of the program as outlined in the Purchasing Card Emergency Response Guidelines.

Dept Name

Chartstring

Cardholder Name

EMPLID

Last 4 Digits
of PCard

Fiscal Year

Single Transaction
Limit Requested

Monthly Limit
Requested

Justification for emergency limit increases:

Type of purchases that may be made:

Dept Head Name

Dept Head Signature

Cardholder Name

Cardholder Signature

Pcard Admin Name

Pcard Admin Signature

Completed forms must be signed by the requesting department head and the requesting cardholder. Email signed forms to Pcard@untsystem.edu with "Emergency Response Authorization" in the subject line. The PCard Administrator will review and return a signed copy to the cardholder.