

Supervisor Responsibilities For UVM Purchasing Card

Return to: UVM Disbursement Center
Supervisor review and approval is a prudent and necessary business practice.
below.

- A. Review purchasing card receipts and invoices to ensure
All transactions are appropriate University business, and follow University and federal g

Supervisor Responsibilities For UVM Purchasing Card

Supervisor Responsibilities For UVM Purchasing Card (cont'd)

I am responsible for the following cardholders:

Card Holder Name: _____

Card Holder Name: _____

Card Holder Name: _____

Card Holder Name: _____

Card Holder Name: _____

Card Holder Name: _____

Card Holder Name: _____

Card Holder Name: _____

Card Holder Name: _____

Card Holder Name: _____

(List above will be cross-referenced with the Card Holder acceptance forms)

I designate the following individual to sign off on card holder Journal/Reports on my behalf. I also recognize that assigning a designate does not relieve me from my PurCard supervisor responsibilities listed on page 1.

Designate Name: _____

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