



PCard Pick-up Authorization Form

Instructions

- Complete this form in its entirety for each card received.
- **Contact the PCard Office at pcard@osu.edu or (614) 292-9290 to schedule pick-up (2070 Blankenship Hall, 901 Woody Hayes Drive).**
- The Card Manager/Cardholder, Senior Fiscal Officer, or appointed designee must present this completed form and photo ID at time of card pick-up.

Card Information

Card Name	
Card Manager/Cardholder	
Employee ID #	

Select one (1) option:

Option 1:

I, the Card Manager/Cardholder, will pick up the card from PCard Program Office.			
Card Manager/Cardholder Signature	X	Date	

Option 2:

The Senior Fiscal Officer for my College/VP Area will pick up the card from PCard Program Office. The Senior Fiscal Officer is responsible for the distribution of the card to the Card Manager/Cardholder.			
Senior Fiscal Officer Name <i>(Printed)</i>			
Senior Fiscal Officer Signature	X	Date	

Option 3:

I authorize a designee* to pick up the card on my behalf from the PCard Program Office. The Card Manager/Cardholder or Senior Fiscal Officer accepts full responsibility to obtain the card from the named designee upon their return to the area.			
Card Manager/Cardholder or Senior Fiscal Officer Signature <i>(Required for Designee Authorization)</i>	X	Date	
Designee Name* <i>(Printed)</i>			
Designee Signature	X	Date	

PCard Office Use Only

Last 4 Digits		Pick-up Date		Admin. Initials	
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