



Purchase Card Approving Official Instruction

Approving Official (Approver) must complete the PCard Online training and fill out a PCard application.

The Approving Official monitor, review and approve pcard transactions to ensure compliance with purchase card policies and procedures. Approve transactions on the online data system and may assign a backup Approver. The Approver is responsible for providing specific direction to department employees regarding proper allocation of purchases to accounts.

The Approver must review and comply with the State laws as defined in the State Administrative & Accounting Manual (SAAM), Purchase Card Program 45.10, University Policies, and Procedure and to understand the list of prohibited and restricted purchases.

- A. **Approver Information**: Enter the name, and applicant's physical location, email address and WWU Universal login, used for the online data system.
- B. **Cardholders Name (s)**: List all cardholders that you will be responsible for approving Cardholder's transaction on the online data system.
- C. **Approver Signature**: Approvers must read and certify acceptance of responsibility as stated, by signature.
- D. **Budget Authority Approval**: If the Approver is not the Budget Authority, then have your Budget Authority sign in this section.

Forward the completed application to the PCard Administrator, Purchasing Department, MS1420.