



### Principal Investigator P-Card Approval Form for Restricted Funds

Signing this form signifies that the PI has approved the purchase and reallocation of P-Card expenses to the following restricted funds for the indicated P-Card cycle end date.

If a purchase is not allowable, the PI agrees to move the expense to an alternate fund and/or fully reimburse the university for the purchase price within 10 days of notification.

For auditing purposes, a copy of the P-Card log with receipts for the indicated P-Card cycle end date should be attached to this form. Additionally, a copy of the log should be kept by the PIs department for recordkeeping purposes.

**P-Card Cardholder Signature:** \_\_\_\_\_

**P-Card Cycle End Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

*Complete one section below per PI. Use multiple forms if necessary*

**Fund Number:**

**Fund Number:**

**Fund Number:**

**Fund Number:**

**Fund Number:**

**PI Assigned to Fund(s):** \_\_\_\_\_

\_\_\_\_\_  
**PI Signature**

\_\_\_\_\_  
**Date**

*ORSP signature (required for purchases \$10,000 or above)*

\_\_\_\_\_  
**ORSP Representative**

\_\_\_\_\_  
**Date**