UNIVERSITY OF
SOUTH CAROLINA

Purchasing Department Liaison Request Form

Eligibility Requirements:
- Applicant must be a USC Employee
- Approval of Department Head
- PeopleSoft Finance Access Form request to have PCard/TeamCard Liaison Role has been submitted and approved

In order to process your application, complete ALL fields. Handwritten forms will not be accepted (with the exception of the required signatures in BLUE ink). Next, have it signed by the department head and email the signed form to purchasing@sc.edu with subject "Purchasing Liaison Request Form."

SECTION I. DEPARTMENT LIAISON INFORMATION

LAST NAME
FIRST NAME
USER ID
USC ID
PHONE
E-MAIL
DEPT. NAME
DEPT. ADDRESS

I hereby certify by my signature that I have read, fully understand, and accept the responsibilities of department liaison. I will also notify the purchasing card coordinator in writing with a department head signature when I am relieved of my responsibilities as a department liaison.

DEPARTMENT LIAISON SIGNATURE _____

DATE _____

SECTION II. DEPARTMENT HEAD APPROVAL

I hereby delegate authority to the department liaison listed in Section I. to be responsible for reviewing transactions of and creating expense reports for the cardholders listed in Section III., to ensure the appropriate use and classification for University expenditures. I further agree that my signature provides authority to charge my departmental default account for all cardholder transactions which have not been processed and approved in a timely manner.

DEPARTMENT HEAD SIGNATURE _____

DATE _____

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SECTION III. CARDHOLDERS MANAGED BY LIAISON

The following cardholders will have their transactions reviewed and expense reports created by the department liaison indicated in Section I.

FULL NAME	**FULL NAME**
USC ID	**USC ID**
OPER UNIT	**OPER UNIT**
DEPT ID	**DEPT ID**
FULL NAME	**FULL NAME**
USC ID	**USC ID**
OPER UNIT	**OPER UNIT**
DEPT ID	**DEPT ID**
FULL NAME	**FULL NAME**
USC ID	**USC ID**
OPER UNIT	**OPER UNIT**
DEPT ID	**DEPT ID**
FULL NAME	**FULL NAME**
USC ID	**USC ID**
OPER UNIT	**OPER UNIT**
DEPT ID	**DEPT ID**
FULL NAME	**FULL NAME**
USC ID	**USC ID**
OPER UNIT	**OPER UNIT**
DEPT ID	**DEPT ID**
FULL NAME	**FULL NAME**
USC ID	**USC ID**
OPER UNIT	**OPER UNIT**
DEPT ID	**DEPT ID**
FULL NAME	**FULL NAME**
USC ID	**USC ID**
OPER UNIT	**OPER UNIT**
DEPT ID	**DEPT ID**