

## PROXY APPROVAL FORM

<b>PERSON GRANTING PROXY ACCESS</b>		
Cardholder's Name	Cardholder's Title	Cardholder's Department
I, hereby grant approval for the following person to access my P Card transactions and statements online within the FAST P Card Module to complete the electronic reconciliation process on my behalf		
Authorized Signature of Card Holder		Dated:

<b>PERSON ACCESSING FAST P CARD ON BEHALF OF A CARDHOLDER AND RECONCILING THE ACCOUNT</b>		
Reconciler's Name	Reconciler's Title	Reconciler's Department
I, hereby accept responsibility to reconcile the above cardholder's statements on a monthly basis or when requested in accordance with the P Card Handbook and TRU Policies.		
Signature of Approved Reconciling Authority		Dated:

Once the form is completed please return to the Purchasing Department. Proxy Access cannot be granted until this form is completed, received and processed by the Purchasing Department. You will be notified when access is granted.

Please return your completed form by scanning it to [Purchasing@tru.ca](mailto:Purchasing@tru.ca).