



Non-Procurement-Card holders may purchase using Campus Marketplace by transferring transactions to a designated Procurement-Card holder who agrees to receive and process their orders. This form is intended to establish link between a specific cart originator (Shopper) and associated Procurement-card holder (Submitter).



**PROCUREMENT-CARD HOLDER AUTHORIZATION**

I agree to receive and process Marketplace transactions from the Originator named below in accordance with campus procurement card procedures.

Name (Submitter): \_\_\_\_\_ Title: \_\_\_\_\_

Department: \_\_\_\_\_ Extension: \_\_\_\_\_ Email: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**CART ORIGINATOR**

Name (Shopper): \_\_\_\_\_ Title: \_\_\_\_\_

Department: \_\_\_\_\_ Extension: \_\_\_\_\_ Email: \_\_\_\_\_

Submitters should complete this form and email it to: [mjmcnairn@csuchico.edu](mailto:mjmcnairn@csuchico.edu). The shopper will receive a confirming email inviting them to the Campus Marketplace site.