MM032 – PCard holder line manager delegation request

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| Instructions |
| * Use this form when needing to change the PCard line manager details for a temporary period of time (**\*not shorter than 3 months**) in order to sign off Monthly Expense Sign off reports to ensure business continuity.
* Refer to the online policy document for the line manager’s role and responsibilities, see: [Policy: Purchasing Card (PCard)](https://uct.ac.za/sites/default/files/content_migration/uct_ac_za/48/files/pur002.pdf).
* **Please note:** For a permanent change in line manager, please complete the relevant HR forms.
* Allow 5 working days for processing by Purchasing card administration.
* Email the completed form to fnd-pcard@uct.ac.za.
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| A. PCard holder’s current line manager details |
| Line manager name |   | Department:  |       |
| Staff number |       | Purpose of temporary change (e.g. maternity leave, sabbatical leave, extended sick leave) |       |
| B. Delegated line manager details  |
| Line manager name |       | Department |       |
| Staff number |   | Email address |       |
| Delegated period**\*** | Start date: |       | End date: |       |
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| C. Authorisation  |
| * The person named on this form in section A has a legitimate requirement to delegate their line manager responsibility for the delegated period in section B.
* I authorise the requested temporary line manager delegation.
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| Line manager |       | Signature |  | Date |       |
| Delegated line manager |       | Signature |  | Date |       |
| HOD/Dean/Executive |       | Signature |  | Date |       |
| Faculty Finance manager |       | Signature |  | Date |       |