

# University of South Carolina

## Eligibility Requirements:

- Applicant must be a USC Employee.
- The Approval of Department Head.
- Training Session Attendance.

In order to process your application, you must complete the entire form. We cannot process your form unless ALL information has been filled out. Fill in all the appropriate blanks while on the screen, except for the signature block. Then print out this form, have it signed by the department head, either fax this form to (803)777-2032 or mail to:

**Purchasing Department  
1600 Hampton Street  
Columbia, SC 29208**

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## SECTION I. DEPARTMENT LIAISON INFORMATION

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

**DEPT. LIAISON SIGNATURE** \_\_\_\_\_

**DATE** \_\_\_\_\_

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## SECTION II. DEPARTMENT HEAD APPROVAL DEPARTMENT CONTAINER(S)

I hereby delegate authority to the above department liaison to be responsible for reviewing transactions of the cardholders that are members of the above mentioned department container, to ensure the appropriate use and classification for a University expenditure.

**DEPARTMENT HEAD SIGNATURE** \_\_\_\_\_

**DATE** \_\_\_\_\_