

# PCARD HIGH RISK VENDOR PURCHASE AUTHORIZATION FORM

(NOTE: GEORGIA TECH DOES NOT ENCOURAGE THE USE OF HIGH RISK VENDORS SUCH AS PAYPAL. IF NO OTHER FORM OF PAYMENT IS ACCEPTED BY THE VENDOR, THEN THIS AUTHORIZATION FORM MUST BE COMPLETED, SIGNED, AND APPROVED PRIOR TO EACH PURCHASE AND ATTACHED WITH THE RECEIPT AS PART OF THE ACCOUNTABLE DOCUMENTATION FOR THE PCARD STATEMENT.) PROCUREMENT CARDS (PCARD) POLICY 5.2.1.8

HIGH RISK VENDOR LIST (FORM MUST BE USED FOR THE FOLLOWING VENDORS):

1. PAYPAL

VIEW EXAMPLES OF FRAUDULENT PAYPAL PURCHASES VIA LINK BELOW:

<http://www.audit.gatech.edu/paypal>

Cardholder Department Name:

Dept # :

Cardholder Name:

Last 4 Digits on Card:

High Risk Vendor Name:

Detailed Description of

Purchase:

Amount of Transaction:

The use of the High Risk Vendor is NOT ALLOWED if the answer is YES to any of the following questions:

Is the vendor in BuzzMart?            Yes            No

Can a PO be issued to the Vendor?            Yes            No

Can the vendor be paid directly with a PCard?            Yes            No

Cardholder Signature:

Date:

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Manager Approval: I have Reviewed and approve this high risk vendor purchase.

Manager Signature:

Date:

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Questions? [Email Us](#)

[PCard Website](#)

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