

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.) PROCURMENT 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 OF CARD _____

HIGH RISK VENDOR NAME _____

(EXAMPLE: PAYPAL/RAFTREK TRAVEL)

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 QUESTIONS BELOW

IS VENDOR IN BUZZMART _____ YES _____ NO

CAN PO BE ISSUED TO VENDOR _____ YES _____ No

CAN VENDOR BE PAID DIRECT WITH PCARD _____ YES _____ NO

CARDHOLDER SIGNATURE _____ DATE _____

I HAVE REVIEWED AND APPROVED THIS HIGH RISK VENDOR PURCHASE

MANAGER APPROVAL _____ DATE _____