

PCARD HIGH RISK VENDOR PURCHASE AUTHORIZATION FORM

GEORGIA TECH DOES NOT ENCOURAGE THE USE OF HIGH-RISK VENDORS. 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 VERIFICATION. PROCUREMENT CARD (PCARD) POLICY 5.2.1.8

A high-risk vendor is defined as any supplier that uses a third-party payment service to complete transactions. A third-party payment involves a transaction where an intermediary processes the payment on behalf of the buyer and seller. In such cases, the cardholder is redirected to the third-party site to enter their credit card details.

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:

Purchase:

Amount of Transaction:

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

Is the vendor in Workday?	YES	NO
Can a PO be issued to the Vendor?	YES	NO

Cardholder Signature:

Date:

Manager Approval: I have Reviewed and approved the High-Risk Vendor purchase.

Manager Signature:

Date: