



DEPARTMENTAL PCard Request

Please type. Complete all areas and return with required signatures to:

PCard Administrator pcard@uncg.edu

REQUEST TYPE **Departmental PCard** (This PCard will have the name of the Bank of America Works Group listed on this form. The Approver and/or Reconciler will determine who may use this Group Purchasing Card.)

WORKS GROUP INFORMATION

Works Group Name: _____

Reconciler Name: _____ **Username:** _____ **Banner ID:** _____

Phone No: _____ **Reconciler Email Address:** _____

Campus Address: _____

Account Profile: Default (Goods + Travel): Credit \$ Limit \$500.00 other \$ _____

Default Fund:

The Default Fund is used when transactions must be swept due to failure to reconcile.

GROUP PERMISSIONS

Additional Group Reconciler(s)

Name: _____ **Username:** _____

Name: _____ **Username:** _____

Group Approver

Name: _____ **Username:** _____

- Group Permissions listed above should match the current details in the existing Works Group. To modify Group Permissions, please submit a PCard-Works Maintenance Form in addition to this form.
- Fund Access is determined by Group. If you need to create a new Group, please submit a PCard-Works Create New Group Form. To add or remove funds for an existing Group, please use the PCard-Works Maintenance Form.

As the Reconciler for the named GROUP above, I agree to take responsibility for the use of this Departmental PCard account for approved purchases only. I further understand that I may be held personally liable and subject to disciplinary or criminal action for any funds misused with this card account.

Signed: _____ Date: _____
 (Group Reconciler)

I hereby authorize this GROUP listed above to receive a UNCG Departmental PCard account, and that it is to be used only for official University business. Along with assuring proper process handling within the monthly credit limits stated above.

Signed: _____ Date: _____
 (Department Head/Approver)

For Procurement Services Use Only: Approving PCard Administrator: _____

Reconciler active in PEAEMPL If applicable, User added to CANVAS Training Email Sent

Department Emp Agree & PCard Quiz Passed Works GROUP Created

Group PCard Requested from BOA Group Card Received

Office Depot Tax Exempt Staples Tax Exempt Card Delivered to CASAO