



PCard Hospitality Request

Please type. Complete and return with required signatures to:
 Director of Procurement Services: **mflogan@uncg.edu**

PCARD REQUEST TYPE UNCG + Hospitality (currently does NOT have a PCard) Hospitality Profile (currently has a PCard, and wants to add the Hospitality Profile) User: Approver Reconciler

USER INFORMATION

First: _____ Middle Initial: _____ Last: _____

University ID Number: _____ Campus Username: _____

Phone No: _____ Email Address: _____

Works Group Name: **Must Match Name in Works:** _____

HOSPITALITY SPEND PROFILE – Director of Procurement Services Approval Required

UNCG + HOSPITALITY Default (Goods + Travel + Food): STL: \$4,999.99, DL: \$10,000, ML: \$25,000

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

GROUP PERMISSIONS

Group Reconciler(s)

Name: _____ Username: _____

Name: _____ Username: _____

Group Approver (A Group Reconciler or Cardholder **Cannot Approve their own Group**)

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.

I agree to use this card and/or Works user account for approved purchases and business entertainment only. I have read and understand **Policy 14 -Business Entertainment** within the Office of Controller’s website. I further understand that I may be held personally liable and subject to disciplinary or criminal action for any funds misused with this card and/or Works user account.

Signed: _____ Date: _____
 (User)

I hereby authorize the employee named above to receive a UNCG PCard and/or Works user account to be used only for official University business. Along with assuring proper process handling within the monthly credit limits stated above, I verify this prospective cardholder and/or Works user is a UNC Greensboro employee.

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

As Procurement Services Director, I approve this Cardholder to be assigned the UNCG + HOSPITALITY Spend Profile, which allows the purchase of food and drink.

Signed: _____ Date: _____
(Director of Procurement Services)

For Purchasing Department Use Only: Approving PCard Administrator: _____

Employee Active in PEAEMPL User added to CANVAS Training Email Sent

EA Complete & PCard Quiz Passed Works Group Created Works User Created

PCard Requested from BOA Card Received Office Depot Tax Exempt Staples Tax Exempt Date

Assigned Hospitality Profile _____ Card Delivered to CASAO