



**PCard Hospitality Request**

Please type. Complete and return with required signatures to:  
 Director of Procurement Services: **mlogan@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  Works Group Created  Works User Created

Works Card Requested  Card Received  Last 6 Digits of Card #: \_\_\_\_\_

User added to Online Training  Office Depot Tax Exempt  Staples Tax Exempt

Revised 11/21

Email Sent: \_\_\_\_\_ Online Training Passed  Assigned Hospitality Profile Date: \_\_\_\_\_