THE UNIVERSITY of NORTH CAROLINA
GREENSBORO
UNCG Purchasing Card Program

PCard-Works Create New Group

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

PCard Administrator **pcard@uncg.edu**

GROUP INFORMATION

Group Name: _____
Group Name = Department name.

Parent Group Name: _____
Default Parent Group = UNC Greensboro. If your department has subgroups, indicate the Parent Group Name.

Phone No: _____ **Campus Address:** _____

GROUP PERMISSIONS

If requested permissions require the creation of a new User → New PCard or Works User Request Form must be included

Group Reconciler(s)

Reconciler: _____ Username: _____

Backup: _____ Username: _____

Backup: _____ Username: _____

Group Approver(s)

Approver may not be a Cardholder or a Reconciler in this Group

Approver: _____ Username: _____

Backup: _____ Username: _____

Funds requested for Group PCard's Reconciliation:

Individual requesting fund/org addition must have Banner security access in FOMPROF

_____

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I hereby authorize the creation of a new PCard group for my department as requested above. I will ensure purchases made by cardholders in my Group are valid, charged to appropriate funds/accounts, are accompanied by a valid receipt, and are reconciled by the monthly deadline.

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

Revised 11/2021