



**REQUESTING GROUP**

**Group Name:** \_\_\_\_\_

Group Name = Department name. **Must match existing Works Group Name.**

**REQUESTED CHANGE – FOR Group, Users, or Cardholders**

**GROUP CONTACT**

New Group Name: \_\_\_\_\_

New Group Address: \_\_\_\_\_

**Individual Name Change:** From: \_\_\_\_\_ To: \_\_\_\_\_

**Cardholder** \_\_\_\_\_ **Default Fund Change:** From: \_\_\_\_\_ To: \_\_\_\_\_

**GROUP PERMISSIONS**

If requested change requires the **creation of a new User** → New PCard / Works User Request Form must be included.

**Reconciler(s)**  Add Group Reconciler(s)  Remove Group Reconciler(s)

Name: \_\_\_\_\_ Username: \_\_\_\_\_

Name: \_\_\_\_\_ Username: \_\_\_\_\_

**Approver**  Add Group Approver  Remove Group Approver

A Group Reconciler or Cardholder Cannot Approve their own Group

Name: \_\_\_\_\_ Username: \_\_\_\_\_

**CLOSE CARD ACCOUNT or DEACTIVATE**

**Close Account – The PCard account is closed and no longer active, but the User remains in the Works system.**

**Deactivate Works User – The User & Card are removed from the Works system.**

**Name, Effective Date, & Reason:** \_\_\_\_\_

**GROUP FUNDS**

Add Listed Funds **\*\*\*INCLUDE ORG\*\*\***  Remove Listed Funds

**Individual requesting Fund/Org addition must have Banner security access in FOMPROF.**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

I hereby authorize the PCard Office to make the above requested changes to my Group.

Signed: \_\_\_\_\_ Banner Username: \_\_\_\_\_ Date: \_\_\_\_\_  
 (Department Head/Approver)