



PCard or Works User Request

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

PCard Administrator **pcard@uncg.edu**

REQUEST TYPE New PCard User Only: Approver Reconciler Auditor (check User Only type -does not currently exist in WORKS)

USER INFORMATION

First: _____ **Middle Initial:** _____ **Last:** _____

University ID Number: _____ **Campus Username:** _____

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

Works Group Name: Must Match Name in Works: _____

Campus Address: _____

Account Profile: Default (Goods + Travel): STL: \$4,999.99, DL: \$10,000, ML: \$25,000

Default Fund:

The Default Fund (may be state 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 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 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)

For Procurement Services Use Only: Approving PCard Administrator: _____

Employee Active PEAEMPL User added CANVAS Training Email Sent

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

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

Card Delivered to CASAO

Revised 6/22