



UNCP Purchasing Card Program

Works User Request Form

Complete all relevant areas and return with required signatures to:

PCard Administrator: purchasing@uncp.edu

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

USER INFORMATION

Date: _____

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

Banner ID Number: _____ **Campus User Name:** _____

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

Division Name: _____

Campus Address: _____

Account Profile: Default (Goods) : STL: \$4999.99

Default Fund:

The Non-State Default Fund is used when transactions must be swept due to failure to reconcile.

GROUP PERMISSIONS

Reconciler

Name: _____ **User Name:** _____

Reconciler Backup

Name: _____ **User Name:** _____

Approver/Budgetary Authority (A Group Reconciler or Cardholder Cannot Approve their own Group)

Name: _____ **User Name:** _____

Cardholder:

I agree to use this card and/or Works user accounts for approved purchases only. I further understand that I may be personally liable and subject to disciplinary or criminal action for any funds misused with this card and/or Works user account.

Signature: _____

Date: _____

Approver/Vice Chancellor:

I hereby authorize the employee named above to receive a UNCP 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 permanent employee.

Approver/Financial Manager: _____ **Date:** _____

Vice Chancellor: _____ **Date:** _____

For Purchasing Department Use Only: Approving PCard Administrator: _____

Employee Active in Dcpgt Works Group Created Works User Created

Works Card Requested Card Received Last 6 Digits of Card No. _____

User added to Online Training Date Email Sent: _____aaaaaa

Online Training Completed