

Adding/Deleting Cardholders to a Reconciler

Reconciler Name: _____ Employee ID: _____

FAST ID: _____ Department: _____

Campus Mail Code: _____ Email Address: _____

Role Requested: ___ Reconciler ___ Verifier

In the below blocks, list the Name and Employee ID of all Cardholders you would like the above reconciler added/deleted to the account.

Reconcilers/Verifiers will not receive permission to process charges until training is complete and we know which cardholder accounts to load the new role on.

Cardholder Name:	Employee ID:	Add / Delete		Cardholder Name:	Employee ID:	Add / Delete

Department Contact to verify cardholder: _____

Accountable Officer/Dean/Director Signature: _____

Date: _____ Phone number: _____

 PCard Services use only:
 Date Trained: _____ Date Added/Deleted: _____ PCard Staff: _____

Submit Form to PCard@USF.edu