

Adding/Deleting Reconcilers/Verifiers on Cardholders Accounts

Cardholders Name: _____ Employee ID: _____

Card number (last 4 digits): _____

In the below blocks, list the name and FAST ID of the Reconcilers that will Reconcile/Verify for you. 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.

Reconcilers Name:	FAST ID:	Add / Delete		Reconcilers Name:	FAST ID:	Add / Delete

Department Contact: _____

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