



New PCard Request Form

(Please complete Pages 1 thru 4 electronically rather than entering responses in handwriting)

CARDHOLDER AND CARD INFORMATION

1. Cardholder's Name (As shown in HR/Payroll records):			
2. Cardholder's Position Title:			
3. Cardholder's Email Address:			
4. Cardholder's UGA My ID:			
5. Departmental Name: (As shown in HR/Payroll records):			
6. Enter (3-Digit) Dept. Code:			
7. Is this cardholder replacing an existing or previous cardholder? Yes No * If yes, provide the name of the existing or previous cardholder: _____			
8. Justification of need for card and why P-card purchases are necessary based on job requirements:			
9. Single Transaction Limit (Choose One of the Below):			
\$199.00	\$500.00	\$1,000.00	\$1,500.00
\$2,000.00	\$2,499.00	\$4,999.00	
10. If Single Transaction Limit >\$1,000 provide justification:			
11. Monthly Credit Limit (Choose One of the Below):			
\$500.00	\$1,000.00	\$1,500.00	\$2,000.00
\$2,500.00	\$3,000.00	\$3,500.00	\$5,000.00
\$7,500.00	\$10,000.00	\$24,999.99	Other: _____
If requesting a limit greater than \$24,999.99, contact Procurement to discuss, and then fill in the blank. Contacts are Jill Haag or Lynn Stephens (jhaag@uga.edu) (stephens@uga.edu) or 706-542-2361			
12. If Monthly Credit Limit is >\$10,000 provide justification:			

13. Does the Cardholder qualify for inclusion in a Special Approval group? Check one, if applicable.

- Student Travel/Student Abroad Travel
- Research
- Facilities
- Veterinary Teaching Hospital or University Health Center
- Food Services (Dining Halls)
- Police Services
- IT Support
- Instrument Shop
- Library (Main or Law Library)

See Attachment A for definitions of the above.

14. If one of the above Special Approval groups was selected, provide justification for Inclusion in that group:

APPROVER AND RECONCILER INFORMATION (Definition of Roles are shown on Attachment A)

Approvers and reconcilers cannot be a subordinate of the cardholder. Two levels of pre-approval are required for certain types of PCard transactions. UGA policy requires one supervisory approval and recommends that the other be a fiscal approval. Delegation of these roles is not allowed. The Approver 1 and Approver 2 will conduct pre-approval review in UGAmart for those PCard transactions requiring pre-approval.

APPROVER 1 – Must be the direct supervisor of the cardholder or an individual in the cardholder’s supervisory chain. (The Dean/VP/Dept. Head may request that an individual in a non-supervisory capacity to the cardholder be granted an exception to policy to serve as an Approver 1. Any request for exception must be submitted to Procurement for review and determination prior to completing this form. Any approved exception must be attached to the form.)

Approver 1 Name	
Approver 1 Position Title	
UGA My ID	
Email address	
Cardholder Reports to:	

APPROVER 2- Cannot be a subordinate to the cardholder. It is recommended that the Approver 2 be an individual with fiscal responsibility within the cardholder’s department.

Approver 2 Name	
Approver 2 Position Title	
UGA My ID	
Email address	

RECONCILER – Cannot be a subordinate to the cardholder. Reconciler is the person to whom the Cardholder has delegated all the functions associated with **post-purchase** processing including verifying that the amount of the purchase matches the monthly statement, providing a business purpose for the transaction in associated systems, verifying supporting documentation including approvals is provided, and uploading said documentation into any associated electronic reconciliation system. The Reconciler role can be given to either the Cardholder or assigned to another individual who acts as a proxy to reconcile on the cardholder’s behalf. Each card must have only one reconciler – either the Cardholder or a designated Reconciler.

Will the Cardholder serve as their own Reconciler: Yes No	
If no, Name of the Reconciler	
Reconciler Position Title	
UGA My ID	
Email Address	

DEAN/VP/DEPARTMENT HEAD - The below individual serves as the Dean/VP/Department Head for the unit employing the cardholder, and approves issuance of a PCard to the individual indicated on this form. Signature is required on the signature page.

Name of Dean/VP/Department Head	
Dean/VP/Department Head Position Title	
UGA My ID	
Email Address	

Proceed to next page for Role Assignments

ROLE DUTY ASSIGNMENT FOR PCARD TRANSACTIONS (AFTER THE PURCHASE HAS BEEN MADE) Please indicate which role will be assigned to perform each of the following mandatory P-Card duties listed below.

CH = Cardholder, APP1 = Approver 1, APP2 = Approver 2, REC = Reconciler, D/VP/DH = Dean/VP/Dept. Head

<p>Who will enter comments in WORKS detailing what was purchased and the business reason for the purchase? (Refer to the Reconciler section on page 3 of this document. If the Cardholder is serving as their own Reconciler, then choose Cardholder; however, if someone other than the Cardholder is listed in the Reconciler section, choose Reconciler.)</p>	<p>Cardholder Reconciler (See note in first column and prior to making a selection of one role)</p>
<p>Who will conduct the 1st level sign off in WORKS? (Must be Reconciler if someone other than the cardholder is the Reconciler)</p>	<p>Cardholder Reconciler (Choose one)</p>
<p>How will Approver 1 document supervisory approval of purchase in WORKS? Note: If the Approver 1 is only entering comments to document supervisory approval, the Approver 2 is responsible for performing the 2nd level sign-off in WORKS.</p>	<p>Enter a Comment and Approver 2 performs 2nd level sign-off OR Conduct 2nd level sign-off</p>
<p>Who will compile the monthly billing statement package for reconciliation? (Must be Reconciler if someone other than the Cardholder is the Reconciler)</p>	<p>Cardholder Reconciler (Choose one) (Note: May not alternate between the two)</p>
<p>In addition to the Cardholder, which individual will review and reconcile the monthly statement, and document the process has been completed by signing the monthly bank statement?</p>	<p>Approver 1 Approver 2 Dean/VP/Dept. Head (Choose one of the above)</p>
<p>Do other individuals in the Cardholder's unit, besides the Approver 1, Approver 2 or Reconciler, need access to WORKStm? If so, mark Yes and Procurement will contact you to discuss the need and appropriate set-up.</p>	<p>Yes No</p>

Proceed to Signature Page

ATTACHMENT A
SPECIAL APPROVAL GROUPS

SPECIAL APPROVAL GROUP	Cards Impacted (e.g. job functions, job title, job category, etc.)
Student/Study Abroad Travel	Cards will be held by individuals in units who are involved with programs that require student travel. Study Abroad programs are included in this area. This includes US based programs as well as international programs.
Research	Cards will be held by individuals who are conducting research in the field, in labs, on farms, at experiment stations or through UGA extension units or are principal purchasers for research needs in these areas.
Library	Cards in this group will be held by individuals employed by the Main Library or Law Library.
Vet Teaching Hospital and University Health Center	Cards in this group will be held by individuals responsible for purchasing for the Vet Teaching Hospital or the University Health Center.
Food Service	This group will include cards that are held by individuals who are employed by the UGA Dining Services units that purchase for Dining Hall needs.
Facilities	This group will include cards that are held by individuals who are responsible for the maintenance of various buildings and their infrastructure. They will include Facilities Maintenance Division at each UGA location, Housing, Veterinary School and Teaching Hospital, Georgia Center for Continuing Education.
Student Events/Activities	This group will include cards that are held by individuals employed by Student Affairs or those units serving academic student clubs or other student organizations.
Police Services	Cards in this group will be held by UGA law enforcement officers or principal purchasers for the officers.

ROLE DEFINITIONS

Approver – The following covers Approver 1 and Approver 2. The Approver 1 must be in the Cardholder’s supervisory chain, unless the Dean/VP/Dept. Head has requested an exception and it has been approved by the Card Program Administrator. **Two approvals (Approver 1 and Approver 2) are required in UGA mart before certain p-card purchases are made.** Approvers also participate in the reconciliation of Cardholder accounts, ensuring proper procedures are followed when purchasing supplies or services and verifying the information is properly reconciled after the Reconciler has completed the reconciliation of transactions. Policy prohibits a subordinate from acting as an Approver in any phase of the transaction (prior to purchase or after the purchase). Delegation of the approver duties is unallowable. Should an approver be on leave or otherwise unavailable to approve a purchase or transaction, another trained approver already assigned approver responsibility may assume those duties temporarily. Additionally, the Dean/VP/Dept Head may serve as an Approver.

Reconciler – The Reconciler role can be given to either the Cardholder or assigned to another individual who acts as a proxy to reconcile on the cardholder’s behalf. The Reconciler is responsible for all the functions associated with **post- purchase** processing including verifying that the amount of the purchase matches the monthly statement, providing a business purpose for the transaction in associated systems, verifying supporting documentation including approvals are provided, and uploading said documentation into any associated electronic reconciliation system. Each card must have only one reconciler – either the Cardholder or a designated Reconciler. The Reconciler cannot be a subordinate of the cardholder.

Cardholder – A UGA employee (individual) who has been issued a p-card. Cardholders must be permanent, part-time or full-time, State employees whose jobs require the use of a p-card. Cardholders must pass a criminal background check and a credit check. Cardholders cannot approve their own transactions (prior to purchase), but they may reconcile their own transactions (see Reconciler above). Any non-WORKS generated transaction logs and monthly billing statements must be signed by the cardholder and supervisor or other approver.