CHECKLIST
PCARD APPLICATIONS/TRANSFERS

___ CH/RCH ACTIVE PAID UA EMPLOYEE IN THE UACCESS FINANCIAL SYSTEM

___ CH/RCH COMPLETED/PASSED THE NEW PCARD EXAM

___ CH/RCH COMPLETED THE ELEVATED PRIV. SECURITY TRAINING VIDEO/ACKNOWLEDGMENT (ANNUAL REQUIREMENT)

___ CH/RCH LEGAL NAME AS LISTED IN UACCESS FINANCIALS IS LISTED
   * No Nicknames

___ APPLICATION IS FROM APPLICANT’S HOME DEPARTMENT
   * If not, justification needs to be documented by both departmental liaisons
     (New Application Only)

___ DEFAULT ACCOUNT# IS WITHIN THE DEPARTMENT APPLICATION IS BEING SUBMITTED FROM (New Application Only)

___ NO SPONSORED PROJECT OR AGENCY ACCT# LISTED AS DEFAULT ACCT# (New Application Only)

___ ENHANCEMENTS HAVE BEEN REVIEWED AND SELECTED BASED ON NEED (New Application Only)

___ LIMITS BEING REQUESTED SELECTED BASED ON NEED (New Application Only)

___ RECONCILER WORKGROUP NAME AND GROUP # ARE LISTED
   * FAQ’s contain method for search if unknown

___ CH/RCH IS NOT ALSO A RECONCILER ALONE IN WORKGROUP

___ CH/RCH REVIEWED AND SIGNATURE OBTAINED

___ LIAISON SIGNATURE OBTAINED

___ DEPARTMENT HEAD SIGNATURE OBTAINED

___ ALL FIELDS ON APPLICATION/TRANSFER COMPLETED

___ ORIGINAL APPLICATION/TRANSFER SENT TO PCARD ADMINISTRATION OFFICE
   USA BUILDING 300A 5th FLOOR - PCARD OFFICE

ONCE PCARD HAS BEEN RECEIVED OR DEPARTMENT PCARD TRANSFERRED

___ ACTIVATION FORM/ACKNOWLEDGEMENT FORM FAXED TO 520-621-1245

___ ANY ADDITIONAL STEPS ON FORM COMPLETED

PCARD OFFICE MAIN CUSTOMER SERVICE # 520-626-9091

OCTOBER 2013