

## 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 5<sup>TH</sup> 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