



PCARD KUALI REALLOCATOR AUTHORIZATION FORM

You must have an eID account to be a PCard Kualo Reallocator. If you do not have one, please see the Academic Computing and Network Services eID web site, <https://eid.colostate.edu/About.aspx>

- ADD AS OF (DATE) _____ eID LOGIN NAME (eName) _____
- CHANGE AS OF (DATE) _____
- DELETE AS OF (DATE) _____

NAME (LAST, FIRST, M.I.) _____ CSU EMPLOYEE # _____

DEPT # _____ DEPARTMENT NAME _____ PHONE _____

EMAIL ADDRESS _____

ACCESS SAME AS (OPTIONAL) _____
(USE SAME ACCESS LEVEL AS THIS PERSON HAS)

PCARD ROLES (CHECK ALL THAT APPLY)

- REALLOCATOR (FOR OTHERS) *****ATTACH A CARDHOLDER ACCOUNT CHANGE FORM FOR EACH CARDHOLDER*****
- CARDHOLDER REALLOCATING ONLY HIS/HER OWN TRANSACTIONS

DEPARTMENT HEAD SIGNATURE _____ DATE _____

I understand that the data contained in the Kualo Financial System/PCard, is confidential. The access I am requesting is for my use in performing my job duties & responsibilities. I agree that my username & password will not be shared and I am responsible for any accesses logged against my username. In using my username & password, I will follow the policies & procedures of the University. If I terminate employment with the University or my department, I will notify Procurement Services.

Upon completion of this form, send to: PCard, 6010 Campus Delivery, Procurement Services

USER SIGNATURE _____ DATE _____

INTERNAL USE ONLY

REALLOCATOR GROUP(S) _____

PCARD APPROVAL - SECURITY SYSTEM SIGNATURE _____ DATE _____

CHECK OFF _____ DATE _____ INITIALS _____

NAME ENTERED ON PCARD KFS REALLOCATOR GROUP SCREEN _____

EMAIL SENT TO REALLOCATOR/APPROVER _____