



# 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)

ACARD 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, & 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 & Contracting Services.

Upon completion of this form, send to: PCARD, 6010 Campus Delivery, Procurement & Contracting Services

USER SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

## INTERNAL USE ONLY

REALLOCATOR GROUP(S) \_\_\_\_\_

PCARD APPROVAL - SECURITY SYSTEM SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

CHECK OFF \_\_\_\_\_ DATE \_\_\_\_\_ INITIALS \_\_\_\_\_

NAME ENTERED ON ACARD KFS REALLOCATOR GROUP SCREEN \_\_\_\_\_

EMAIL SENT TO REALLOCATOR/APPROVER \_\_\_\_\_