UMBC P-CARD WEB
Reallocation Authorization Form

Directions

If you will be reallocating YOUR OWN purchasing card (p-card) charges check here ☐

1. Complete Section A with your own information.
2. Complete Section B. Include yourself as the primary reallocator and anyone else authorized to reallocate your p-card charges as secondary reallocator.
3. Complete Section C if someone other than those named in Sections A and B is authorized to "read only" the p-card charges.
4. Section D must be completed by your department chair, director or designee.
5. Return this completed form to Ina Caplan in Procurement so the appropriate access can be established in the P-Card Web system.

If there will be someone other than the cardholder reallocating P-card charges check here. ☐

1. Complete Section A with the cardholder's information.
2. Complete Section B with the primary and secondary reallocators information.
3. - 5. See above.

SECTION A Cardholder Information

Cardholder Name: _____ Department_____

Cardholder E-Mail: _____ UMID (SSN): _____

Card Number (last 8 digits only): _____ (If card has not been issued, leave blank)

Default FAS Account Linked to Card:_____ Phone No._____

Default Sub-Code: for FAS Accounts with 05-0 = 2470; for all other FAS accounts = 3952

SECTION B Reallocate Access

Primary Name: _____UMID (SSN):_____

E-Mail:_____

Secondary Name: _____UMID (SSN):_____ E-Mail_____

Third Name: _____UMID (SSN):_____E-Mail_____

SECTION C Read Only Access

(Note: Anyone with Reallocate Access automatically has Read Only Access)

Name: _____UMID (SSN):_____E-Mail_____

Name: _____UMID (SSN):_____E-Mail_____

SECTION D Authorization

Department Chair, Director or Designee:

Name (printed):_____ Title:_____ Date:_____

Signature _____