



Card Information: (please fill out one request per PCARD)

* PCard No (last 7 digits): _____

PCard Owner Name: _____ Owner CWID: _____

Change Default Fund: _____ Change Default Fund Center : _____
 (Fund for most postings)

Allocator Information Changes:				For Accounting Use Only		
CWID	First Name	Last Name	Add/Remove Allocator?	NEW PCARD ACCESS?	Allocator Group ID	Sequ

Approver Information Changes: (Department Admin/Designee of Department - ONLY):				For Accounting Use Only		
CWID	First Name	Last Name	Add/Remove Approver?	NEW PCARD ACCESS?	Approver Group ID	Sequ

Comments:

Department Approval: (Division Administrator or Department Designee)

* Department Main Fund Center: _____ (e.g. 1790000000) Department Name: _____

* Signature: _____ Date: _____

The DA/DD must attach the completed request form within GRC by opening a GRC Request. To open a GRC request, log into the [WBG](#) and click on the "GRC" tab followed by the "Compliant User Provisioning" link.

Accounting Confirmation:

AP Approval: _____ Date: _____

Data Inputed by: _____ Date: _____

Table Entries: USERS GROUPS PCARD RANGES