

## **Instructions for completing an SPCC form**

Please proceed with the following steps if you need to **add/delete a department to a charge card**:

1. Fill out the SPCC Information Form
2. Fill in cardholder's name
3. Fill in last 4 digits of SPCC
4. List the department ID's you want to either add or delete to the charge card
5. Leave the 'Reconcilers' box blank
6. Have the cardholder sign the "Cardholder's Signature" line
7. If the cardholder DOES NOT have signature authority for the added department(s), then an authorized signer will need to sign the 'Signature Authority for Dept IDs' line
8. Send the SPCC Information Form to Accounting Technology, MSC 5705 or email [sherm2bm@jmu.edu](mailto:sherm2bm@jmu.edu)

Please proceed with the following steps if you need to **add/delete a reconciler to a charge card**:

1. Fill out the SPCC Information Form
2. Fill in cardholder's name
3. Fill in last 4 digits of SPCC
4. Leave 'Department ID's' box blank
5. List the names and eIDs of those who you want to have the access to reconcile your charge card. If you are only "adding" a reconciler, note "Add \*\*\*\*\*" in this box.
6. Have the cardholder sign the "Cardholder's Signature" line
7. Send the form to Accounting Technology, MSC 5705 or email [sherm2bm@jmu.edu](mailto:sherm2bm@jmu.edu)

***\*\*NOTE: If you are doing both of the actions above - only one form submission is needed. Complete all the boxes and submit the form.***