

SPCC Information Form

Cardholder's Name Jerry Smith Last 4 digits of SPCC 1234

If you wish to reconcile your own card and are not currently a Finance system user, submit an IS Access Request (online) to obtain system access.

Add Department ID's - list the ones you are requesting to be **added** to your SPCC for reconciliation purposes

100100, 100200, 100300, 500100

Remove Department ID's - list the ones you are requesting to be **removed** from your SPCC

Add Reconcilers - list the finance system users you want to **add** to reconcile your SPCC (this includes yourself)

myself, Mary Hill

Remove Reconcilers - list the finance system users you want to **remove** as a reconciler from your SPCC

Cardholder's Signature

Jerry Smith

PLEASE NOTE: If you, the cardholder, **DO NOT** have **expenditure signature authority** for the Dept ID's listed above, additional approval is needed. (Name and signature below)

Signature Authority for Dept IDs
(if not the cardholder)

Dr. Eric Richards
PRINT NAME

Eric Richards
Signature

Please send this form to Accounting Technology, MSC 5705 or sherm2bm@jmu.edu

FOR ACCOUNTING OPERATIONS & DISBURSEMENTS OFFICE USE ONLY

Remarks:

User	<input type="checkbox"/>	
Cardholder only	<input type="checkbox"/>	Card Data Update: _____

Data Manager Signature (or designated authority)

Date

Form Revised 4/3/2018