PCard Services | SVC 1072 | pcard@usf.edu

Website: www.usf.edu/pcard

Adding/Deleting Reconcilers/Verifiers on Cardholders Accounts

Cardholder s Name: _____Employee ID: _____

Card number (last 4 digits) : _____

In the below blocks, list the name and FAST ID of the Reconcilers that will Reconcile/Verify for you. Reconcilers/Verifiers will not receive p ermission to process charges until training is complete and we know which cardholder accounts to load the new role on.

Reconcilers Na me:	FAST ID:	Add / Delete		Reconcilers Na me:	FAST ID:	Add / Delete