



RECONCILER/PROXY AND CARDHOLDER UPDATE FORM

Cardholder Section Cardholder section if you are a cardholder who wants to add/remove a reconciler on your card.

Cardholder Name _____ Empl ID#: _____
Last 4-digits of Pcard #: _____

Add Remove Reconciler Name: _____ Emplid: _____

Add Remove Reconciler Name: _____ Emplid: _____

Add Remove Reconciler Name: _____ Emplid: _____

Add Remove Reconciler Name: _____ Emplid: _____

Cardholder Signature* _____ **Date** _____

**Cardholder remains responsible for reconciling transactions promptly and before the monthly close deadline.*

Reconciler/Proxy Section Reconciler/Proxy section if you are a trained reconciler and need to reconcile for other cardholders or be removed from another cardholder.

Reconciler Name _____ Empl ID#: _____

Reconciler *training is a requirement* for access to pcard.

Have you completed [SOARFIN University Financials Training](#) Yes No

Have you completed [SOARFIN P-Card Reconciliation Training](#) Yes No

Add Remove Cardholder Name: _____ Emplid: _____ Card Last 4 Digits: _____

Add Remove Cardholder Name: _____ Emplid: _____ Card Last 4 Digits: _____

Add Remove Cardholder Name: _____ Emplid: _____ Card Last 4 Digits: _____

Add Remove Cardholder Name: _____ Emplid: _____ Card Last 4 Digits: _____

Add Remove Cardholder Name: _____ Emplid: _____ Card Last 4 Digits: _____

Add Remove Cardholder Name: _____ Emplid: _____ Card Last 4 Digits: _____

Reconciler Signature* _____ **Date** _____

**A Proxy provides the cardholder with assistance reconciling transactions promptly to meet the monthly close deadlines.*

Please return the signed document

Attn: Procurement Card Administrator, Box 5003 or pcard@usm.edu