



# The University of Georgia

## CURRENT P-CARD ROLE ASSIGNMENT FORM

Cardholder Name: Madison Jones

Last 4 digits of card: 1397

Monthly Credit Limit: \$15,000

Single Transaction Limit: \$ 4,999

Default Account #: 1021RX267300

Default Department: Department XYZ

Please indicate which role will be assigned to perform each of the following mandatory P-Card duties listed below. CH = Cardholder, AO = Approving Official, DH = Department Head, FAC = Facilitator

P-Card Mandatory Duty	Circle the Designated Roles				
Enter WORKS <sup>tm</sup> comments regarding purchase details and reason for purchase*	CH	AO	DH	FAC-1	FAC-2
Change default account in WORKS <sup>tm</sup> *	CH	AO	DH	FAC-1	FAC-2
Change default object code in WORKS <sup>tm</sup> **	CH	AO	DH	FAC-1	FAC-2
1 <sup>st</sup> level sign off in WORKS <sup>tm</sup>	CH	AO	DH	FAC-1	FAC-2
2 <sup>nd</sup> level sign off in WORKS <sup>tm</sup> **	N/A	AO	DH	FAC-1	FAC-2
Reconcile the monthly billing statement	CH	AO	DH	FAC-1	FAC-2
Retain the reconciled monthly billing statement and all supporting documentation	N/A	AO	DH	FAC-1	FAC-2

\* More than one individual may be assigned to complete the function listed

\*\* 2<sup>nd</sup> level sign off must be completed by someone other than the Cardholder or 1<sup>st</sup> level sign off

Jane Doe  
Facilitator-1 (Printed Name)

Jane Doe 6/16/08  
Facilitator-1 (Signature/Date)

Bob Johnston  
Facilitator-2 (Printed Name)

Bob Johnston  
Facilitator-2 (Signature/Date)<sup>1</sup>

William Marsh  
Approving Official (Printed Name)

William Marsh 6/16/08  
Approving Official (Signature/Date)<sup>1</sup>

Has the Facilitator-1 attended P-Card training? Circle Yes or No

Has the Facilitator-2 attended P-Card training? Circle Yes or No

Has the Approving Official attended P-Card training? Circle Yes or No

<sup>1</sup> Signature indicates that the individual has acknowledged assumption of the indicated role and agrees to perform the mandatory duties as outlined in the P-Card manual.

Department Head (Printed Name): Teresa Matthews

Department Head (Signature/Date): Teresa Matthews 6/16/08

## INSTRUCTIONS FOR COMPLETION OF CURRENT P-CARD ROLE ASSIGNMENT FORM

1. The name of the cardholder, the last 4 digits of the card, default account number, default department name and the monthly credit limit/single transaction limit is pre-printed on the form. Please note any changes to these default settings on the form.
2. The Department Head must assign an Approving Official for each cardholder. This individual must serve in a supervisory capacity to the cardholder. See the P-Card manual for mandatory duties to be performed by the Approving Official.
3. Complete the table to indicate which role will complete the additional mandatory functions such as entering comments, changing account and object code, sign off in Works<sup>tm</sup>, etc. If Facilitators are identified to complete any of these functions, those Facilitators must be identified by name and acknowledge assumption of the role by a signature.
4. If any individual assigned to a P-Card role has not yet received P-Card training, the P-Card Administrators will send instructions to those individuals as to how this training may be completed.
5. The Department Head must sign the Current P-Card Role Assignment form to confirm that a) the cardholder's job duties require the use of a P-Card b) that the cardholder is a permanent (regular) employee and c) that the individuals indicated by the Department Head have agreed to assume the responsibility of the assigned roles and functions. **Department Head signature authority may not be delegated for the purposes of this form.**
6. Cardholders and Approving Officials must also read and sign the enclosed P-Card Ethical Behavior Agreement.
7. Return the completed forms to Jill Haag/Lynn Stephens, P-Card Administrators, Procurement Office, Business Services Building, and 424 E. Broad Street, Athens. You may also email the forms to either [jhaag@uga.edu](mailto:jhaag@uga.edu) or [stephens@uga.edu](mailto:stephens@uga.edu) or fax the forms to their attention at 706-542-7035.

A sample of a completed form has been attached for your reference. If you have questions relating to the form, please contact Jill Haag at 706-542-7084 or Lynn Stephens at 706-542-7108.