



Reviewer Application

Product:

- P-Card
- T-Card

Reviewer Role:

- Coordinator
- Supervisor
- Budgetary Head

Access Needed:

- View only (PAV001)
- Review & edit transactions online (PAS004)

Do you have access to multiple accounts?

- Access to one account
- Adding to existing access

Reviewer Information:

Legal Name:

First	Middle	Last

Name used on account (if different from legal name):

First	Middle Initial	Last

T#:	Net ID:

Work Phone Number:	Email:

Create a User ID consisting of 7-20 letters (If adding to current access, list current User ID):

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Account Information:

Cardholder Name (print):

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Account Number (Last Four Digits):	Department:

Reviewer Applicant Signature:	Cardholder Signature:

Supervisor of Cardholder or Budgetary Head Signature:

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Procurement Services:

- Information submitted to US Bank on date:
- Approximate date of task completion:
- Reviewer Form scanned, linked, added to email and Master List
- Reviewer contacted for training (if needed) Training set for date:

Signature of Procurement Approving Personnel:

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