

MIAMI-DADE COUNTY REQUESTING SECURITY ACCESS TO: INFORMS P-CARD ROLES

INSTRUCTIONS									
This form is to request access to the Financials and Supply Chain Management Systems. The following pages will contain roles that adhere to the Financials and Supply Chain Management modules. Please select the appropriate user action needed for the employee by selecting "New," Modify," or "Terminate."									
NOTE: To process the security form please include the following information: Supervisor Information, Ship to ID, and Roles (mark a checkmark in the add/remove boxes). Once completed, Please email the form to ISD-INFORMSSCMS@MIAMIDADE.GOV									
User Action:	New	Modify	Terminate						
	US	ER INFORMATION							
USER I.D.:	USER STATUS:								
NAME		TITLE:							
EMPLOYEE #:	DEPI.:	DIV.: _	SECTION:						
	DE	PARTMENT NAME:							
SUPERVISOR EMPLOYEE#									
DEPAR	TMENT DIRECTOR'S (DR ASSIGNED DESIC	GNEE'S CONTACT INFO:						
NAME:		TITLI	E:						
PHONE:		E-MA	AIL:						
DEPARTMENT AUTHORIZED SIGN	ATURE:	DA	\TE:						
BUSINESS UNITS AND MODULES									
Multi BU _ Access Needed:	Yes	No							
List of Business Units									
Checkbox for Modules	P-Card								
	REVIEWED I	BY: FINANCE PROCURE	MENT						
Name									
Signature		Date Completed							

Remove Role Remove Role Department PCard Reconciler Department PCard Approver Department PCard Reviewer	Technical Name P-Card MD_PO_DPT_PCARD_RECON ALL Cardholders (Do NOT Complete section below) Limited Cardholders (Complete section below) * MD_PO_DPT_PCARD_APRVR ALL Cardholders (Do NOT Complete section below) * Imited Cardholders (Do NOT Complete section below) Limited Cardholders (Complete section below) ** MD_PO_DPT_PCARD_RVWR ALL Cardholders (Do NOT Complete section below) Limited Cardholders (Complete section below) Limited Cardholders (Complete section below) Limited Cardholders Name_and Employee ID (ONLY ONE ROLE IS ALLOWED FOR THE SAME CARDHOLDER Department PCard Approver** (MD_PO_DPT_PCARD_APRVR)	
Department PCard Approver Department PCard Reviewer Department PCard Reviewer Department PCard Reconciler*	MD_PO_DPT_PCARD_RECON ALL Cardholders (Do NOT Complete section below) Limited Cardholders (Complete section below) * MD_PO_DPT_PCARD_APRVR ALL Cardholders (Do NOT Complete section below) Limited Cardholders (Do NOT Complete section below) Limited Cardholders (Complete section below) MD_PO_DPT_PCARD_RVWR ALL Cardholders (Do NOT Complete section below) Limited Cardholders (Complete section below) Limited Cardholders (Complete section below) Limited Cardholders Name_and Employee ID (ONLY ONE ROLE IS ALLOWED FOR THE SAME CARDHOLDER Department PCard Approver**	updating information, and attaching supporting documentation in their PCard transactions. Department PCard Approver is responsible for reviewing transactions reconciled by the employees and approves them. Department PCard Reviewer has the ability to inquire and run queries on PCard related transactions. R) Department PCard Reviewer***
Department PCard Approver Department PCard Reviewer Department PCard Reviewer Department PCard Reconciler*	ALL Cardholders (<i>Do NOT Complete section below</i>) Limited Cardholders (<i>Complete section below</i>) * <u>MD_PO_DPT_PCARD_APRVR</u> ALL Cardholders (<i>Do NOT Complete section below</i>) Limited Cardholders (<i>Complete section below</i>) ** <u>MD_PO_DPT_PCARD_RVWR</u> ALL Cardholders (<i>Do NOT Complete section below</i>) Limited Cardholders (<i>Complete section below</i>) *** List Cardholders Name_and Employee ID (ONLY ONE ROLE IS ALLOWED FOR THE SAME CARDHOLDEE Department PCard Approver**	updating information, and attaching supporting documentation in their PCard transactions. Department PCard Approver is responsible for reviewing transactions reconciled by the employees and approves them. Department PCard Reviewer has the ability to inquire and run queries on PCard related transactions. R) Department PCard Reviewer***
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Department PCard Reconciler*	ALL Cardholders (<i>Do NOT Complete section below</i>) Limited Cardholders (<i>Complete section below</i>) *** List Cardholders Name and Employee ID (ONLY ONE ROLE IS ALLOWED FOR THE SAME CARDHOLDER Department PCard Approver**	run queries on PCard related transactions. R) Department PCard Reviewer***
	(ONLY ONE ROLE IS ALLOWED FOR THE SAME CARDHOLDE Department PCard Approver**	R) Department PCard Reviewer***
	Department PCard Approver**	Department PCard Reviewer***

	CENTRAL ROLES							
Add	Remove	Role	Technical Name	Description				
	P-Card							
		Central P-Card Administrator	MD_APT_CTL_PCARD_ADMIN	The Central Finance PCard Administrator is responsible for maintaining PCard profiles, proxy configuration, and run batch processes.				
		Central Compliance Officer	MD_PO_CTL_COMPLIANCE_OFFCR	The Central Finance PCard Compliance Officer is responsible for reviewing Department approved PCard transactions and approving transactions for payout				