



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

USER INFORMATION

USER I.D.: USER STATUS:
NAME: TITLE:
EMPLOYEE #: DEPT.: DIV.: SECTION:
SUPERVISOR NAME: DEPARTMENT NAME:
SUPERVISOR EMPLOYEE#

DEPARTMENT DIRECTOR'S OR ASSIGNED DESIGNEE'S CONTACT INFO:

NAME: TITLE:
PHONE: E-MAIL:
DEPARTMENT AUTHORIZED SIGNATURE: DATE:

BUSINESS UNITS AND MODULES

Multi BU _ Access Needed: Yes No
List of Business Units
Checkbox for Modules P-Card

REVIEWED BY: FINANCE | PROCUREMENT

Name
Signature Date Completed

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