



**Reallocation Viewer Access Request**  
**Procurement Card Program**

**Cardholder Information**

Reallocator Name: \_\_\_\_\_ Department: \_\_\_\_\_

**Reason for Viewer Access**

- Primary Reallocator (Person will be responsible for all reallocations for mentioned cardholders)
- Basic viewing (Person monitors card use but is not responsible for reallocations)
- Temporary Reallocator (Person responsible for reallocations for a given time period)

Temporary Reallocation Responsibility time period: \_\_\_\_\_

**Cardholders to Reallocate**

Cardholder Name: \_\_\_\_\_ Last 4 Digits of Card: \_\_\_\_\_

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Cardholder Name: \_\_\_\_\_ Last 4 Digits of Card: \_\_\_\_\_

Cardholder Name: \_\_\_\_\_ Last 4 Digits of Card: \_\_\_\_\_

**Cardholder Acknowledgment & Certification of Signature**

*I understand that in being able to view another cardholder's transactions I am responsible for helping to ensure timely and accurate reallocation. I also understand that if I see any purchases that are not in compliance with the School's policies and procedures including but not limited to the School's Financial Policies, Procurement Rules, or the Direct Charge Policies it is my responsibility to report the violation to the Procurement Card Administrator to help ensure proper use of the P-Card.*

\_\_\_\_\_  
Reallocator's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approving Officials' Signature

\_\_\_\_\_  
Date