Purchasing Card Transaction Routing Maintenance Request

Use this form to **change** cardholder transaction routing for your department in the AccessPlus p-card system. New cardholders are added through the online p-card application process available to p-card coordinators in AccessPlus. **Validators** review transactions for accuracy and confirm receipt; **Reallocators** assign account numbers and object codes (may be the same user).

Department _____ **Dept number** _____ **Requested by** _____

Cardholder *transactions route to*	**Validator 1**	**Validator 2**	**Reallocator 1**	**Reallocator 2**
route to				
route to				
route to				
route to				
route to				
route to				
route to				
route to				
route to				
route to				
route to				
route to				
route to				
route to				

Please return to pcard@iastate.edu or fax to 515-294-9606. Questions? Contact the purchasing help desk at 294-4860 or pcard@iastate.edu.