



# Adding/Deleting Cardholders to a Reconciler

Reconciler Name : \_\_\_\_\_ Employee ID: \_\_\_\_\_

FAST ID \_\_\_\_\_ Department: \_\_\_\_\_

Campus Mail Code: \_\_\_\_\_ Email Address: \_\_\_\_\_

Role Requested: \_\_\_\_ Reconciler \_\_\_\_ Verifier

In the below blocks, list the Name and Employee ID of all Cardholders you would like the above reconciler added/deleted to the account.

Reconcilers/Verifiers will not receive permission to process charges until training is complete and we know which cardholder accounts to load the new role on .

Cardholder Name:	Employee ID:	Add / Delete	Cardholder Name:	Employee
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