



RECONCILER/PROXY UPDATE FORM

Cardholder Name: _____ EmplID: _____
As it appears on front of Procurement Card

Last Four digits of P-Card#: _____

Please add/remove the following as my Reconciler/Proxy: (Cardholders Use Only)

- Add Remove Name: _____ Emplid: _____ Email: _____
- Add Remove Name: _____ Emplid: _____ Email: _____
- Add Remove Name: _____ Emplid: _____ Email: _____
- Add Remove Name: _____ Emplid: _____ Email: _____
- Add Remove Name: _____ Emplid: _____ Email: _____
- Add Remove Name: _____ Emplid: _____ Email: _____
- Add Remove Name: _____ Emplid: _____ Email: _____

**Please add/remove me as Reconciler/Proxy for the following Cardholders:
(Reconciler/Proxy Use Only)**

- Add Remove Name: _____ Emplid: _____ Email: _____
- Add Remove Name: _____ Emplid: _____ Email: _____
- Add Remove Name: _____ Emplid: _____ Email: _____
- Add Remove Name: _____ Emplid: _____ Email: _____
- Add Remove Name: _____ Emplid: _____ Email: _____
- Add Remove Name: _____ Emplid: _____ Email: _____
- Add Remove Name: _____ Emplid: _____ Email: _____

Cardholder Signature Date

Proxy/Reconcile Signature Print Name Date

*Completed forms must be returned to: Procurement Card Administrator at Box 5003
or email to: pcard@usm.edu*