



STATE OF MISSOURI  
OFFICE OF ADMINISTRATION – DIVISION OF ACCOUNTING  
**PURCHASING CARD ONLINE MANAGEMENT APPLICATION SECURITY REQUEST FORM**

**INSTRUCTIONS:**

1. To access the purchasing card online management application, UMB Commercial Card, please complete the below form.
2. Email the completed form to the Agency Purchasing Card Coordinator.
3. If the user requesting access is a cardholder, the Agency Purchasing Card Coordinator is responsible for granting access and maintaining this form.
4. If the user requesting access is not a cardholder, email the completed form to the Statewide Purchasing Card Coordinator at **pcard@oa.mo.gov**
5. For questions, please contact the Statewide Purchasing Card Coordinator at **pcard@oa.mo.gov**

LAST NAME	FIRST NAME	MIDDLE INITIAL
AGENCY	DIVISION	
E-MAIL ADDRESS	PHONE NUMBER	PRIOR NAME (IF NAME CHANGE ONLY)

**ACTION**

Add New User ☐ Change Existing User ☐ Delete Existing User ☐

**ACCESS ROLE**

Agency Coordinator ☐ Reporting ☐ Statement Manager ☐ Cardholder ☐

**ACCESS LEVEL NEEDED** (To be completed for Reporting and Statement Manager access roles)

Department-wide access ☐ District/Facility/Unit Only ☐ Name of District/Facility/Unit \_\_\_\_\_

**Workflow Notes**

I understand that access to the online purchasing card application is provided for conducting official state business only. I hereby agree that I will not disclose, directly or indirectly, confidential information obtained from this application to anyone except persons authorized by my supervisor and I understand that if I do so it may result in disciplinary action, including dismissal from employment and the imposition of any applicable criminal and civil penalties.

SIGNATURE OF EMPLOYEE	DATE
-----------------------	------

**AGENCY PURCHASING CARD COORDINATOR ACKNOWLEDGEMENT**

SIGNATURE OF AGENCY PURCHASING CARD COORDINATOR	PRINTED NAME OF AGENCY PURCHASING CARD COORDINATOR	
EMAIL ADDRESS	DATE	TELEPHONE

**STATEWIDE PURCHASING CARD COORDINATOR ACKNOWLEDGEMENT**

(To be completed for Agency Coordinator, Reporting and Statement Manager access roles)

SIGNATURE OF STATEWIDE PURCHASING CARD COORDINATOR	DATE
--	------

## GUIDE FOR PURCHASING CARD ONLINE MANAGEMENT APPLICATION SECURITY REQUEST FORM

The below outlines some of the features available in the Purchasing Card online management application and the access roles generally allowed to access to those features:

<b>Feature</b>	<b>Agency Coordinator<sup>^</sup></b>	<b>Reporting<sup>*</sup></b>	<b>Statement Manager<sup>*</sup></b>	<b>Cardholder <sup>^^</sup></b>
Card Management (i.e. create, manage, close purchasing card accounts)	X			
View Authorizations and Declines of transactions	X			X
View Cardholder Statements	X	X	X	X
View daily cardholder transactional activity	X	X	X	X
Generate monitoring reports	X	X		
Grant user account access to cardholders	X			

Legend:

<sup>^</sup>- This access is limited to Agency (or Alternate Agency) Purchasing Card Coordinators who are authorized by the signed Agency (or Alternate) Purchasing Card Coordinator Request Form that is on-file with the Statewide Purchasing Card Coordinator.

<sup>\*</sup>- This access is designed for Agency management or other agency personnel who have a business need commensurate with their job duties and responsibilities to access cardholder information for the company units approved.

<sup>^^</sup>- This access is designed for cardholders who desire to receive electronic statements. Access for the cardholder is limited to their card account only.