



GLOBAL CARD SERVICES WORKS SYSTEM ACCESS

ITEMS IN RED ARE REQUIRED

Global Card Services

50 East North Temple, 15th Floor

Salt Lake City, UT 84150

Brigham Young University Hawaii Group

WORKS USER INFORMATION

First Name

Middle Initial

Last Name

E-Mail Address

BYUH ID#

SYSTEM ACCESS REQUIREMENTS

Works User ID (enter "NEW" if new user)

Group (Department Name):

Access Level:

1. GL Coder
2. Secondary Cardholder (include full name as embossed on card)
3. Proxy Reconciler
4. Approver
5. Proxy Requester
6. Scoped Auditor

Account Code Defaults:

Fund	Dept	Account	Program
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Explanation of Access Requirements Needed:

ADMINISTRATOR / APPROVAL SIGNATURES

Signature of Applicant / Date

Signature of Director/Chairperson / Date

Signature of Controller / Date

Signature of Procurement & Retail Serv. Director / Date