



# University of California, Berkeley

## BFSv9 Pro-Card Proxy Assignment/Deletion Request Form

To Delete proxies from a cardholder account, simply complete the right-hand side of section 1 or 2 of this form, have the department Authorized (or Delegated) Signer approve and submit to Card Program Services. The proxies will be removed as soon as the approved request is received.

To Assign a new Reconciler or Approver proxy to a cardholder account requires a 3-step process:

**First Step:** The proxy's manager should submit a request via the Systems Access Request Application (SARA) in the Blu Portal to have BFS Security add the role of Reconciler and/or Approver to the proxy's profile in BFS. The functions of the Reconciler role are included in the Approver role, but the Approver has the ability to change the transaction status to "Approved" in the staging table, as well. A proxy can only be assigned in one role to any given cardholder account.

**Second Step:** After step one is complete, the department Authorized (or Delegated) Signer should complete and submit a signed BFSv9 Pro-Card Proxy Assignment/Deletion Request (this form) to Card Program Services for processing.

**Third Step:** Card Program Services will process the request and assign proxies only after Steps 1 and 2 above have been completed.

### 1. One Proxy (Reconciler or Approver) Assigned to Multiple Cardholder Accounts: (Attach additional sheet if needed.)

Proxy's Name:		Role:	Employee ID:	Processing Unit:
<b>ASSIGN</b> Proxy to the following Cardholders' account(s):		<b>DELETE</b> Proxy from the following Cardholders' account(s):		
Cardholder Name	Cardholder's Employee ID #	Cardholder Name	Cardholder's Employee ID #	
1		1		
2		2		
3		3		
4		4		
5		5		
6		6		
7		7		
8		8		
9		9		

### 2. Multiple Proxies (Reconciler or Approver) Assigned to One Cardholder Account: (Attach additional sheet if needed.)

Cardholder's Name:			Employee ID:	Processing Unit:
<b>ASSIGN</b> Proxies to this Cardholder's account:			<b>DELETE</b> Proxies from this Cardholder's account:	
Proxy Name	Proxy's Employee ID #	Role: (R or A)	Proxy Name	Proxy's Employee ID #
1			1	
2			2	
3			3	
4			4	
5			5	
6			6	
7			7	
8			8	
9			9	

#### Authorized Department Approver:

The department Authorized (or Delegated) Signer named in the current Memorandum of Agreement (MOA) on file with Card Program Services.

Name (please print):	Signature:	Phone:	Date:
<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>

#### Central Procurement Use Only: Authorized Card Program Services Signature

The campus Authorized Signer for Pro-Cards is the Card Programs Manager, unless otherwise delegated in writing.

Name (please print):	Signature:	Date:
<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>