



## Non-Cardholder Access Request Form

Send completed form to P-Card Services, M/C 103-6

**To request CardQuest system access, select the type(s) of access requested:**

Expense Approver: Approves expense report and all associated charges

Delegate: Creates report on behalf of Cardholder and submits to Expense Approver

Expense User: Creates reports, allocate charges, and submits reports to Expense Approver

Travel Booking: Only uses travel portal for booking trips

**User Information**

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

UID: \_\_\_\_\_

Mail Code: \_\_\_\_\_

Default PTA: \_\_\_\_\_

Email Address: \_\_\_\_\_

Default Department Code: \_\_\_\_\_

I understand that falsifying information or abuse of this privilege may result in the withdrawal of access to CardQuest.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name

\_\_\_\_\_  
Division/Department

**Expense Approver: Approves expense reports and all associated charges.**

I hereby authorize the above referenced individual to fulfill the role described. I understand that I am responsible for their proper use of CardQuest.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title