

## ***Reality!* Pcard Reallocation Access Request**

Note: you must already have *Reality!* access and be an active web requisitioner

Department:	Common Unit Code:	
User Name:	MSU Net ID:	
1.	_____ @msu.edu	
2.	_____ @msu.edu	
3.	_____ @msu.edu	
<p>The user name(s) listed above are authorized to reallocate purchasing card charges for the department/common unit code entered above. The user must be an authorized signer for accounts accessed within <i>Reality!</i></p>		
Authorized signature:	Date:	Print Name:
<p>Sign and print this form, send the original copy to: Marilyn Powell Purchasing 102 Angell Bldg</p>		
<p>Email notification will be sent to your MSUNet ID once you have been added to the system</p>		

For Internal Use only

Employment Verification: \_\_\_\_\_  
(Date and Initial)

Added To System: \_\_\_\_\_  
(Date and Initial)

Email Notification: \_\_\_\_\_  
(Date and Initial)