UTSA®   Program Administrator Form

Complete this form to add or remove a program administrator. Program Administrator (PA) access may be granted to a maximum of three individuals for each college, administrative, or executive area. See One Card financial guideline for additional information. Route the completed form through DocuSign and send to creditcards@utsa.edu.

Note: As a PA, you will have access to download statements, view unbilled transactions, pending authorizations and declines for your selected divisional area. Divisional areas that request reporting will have access to transaction reports that are useful for monitoring expenditures and compliance. Access to reporting that includes transactions for all card accounts is limited to those employees within Business Affairs and Audit & Compliance that have a business need and may require additonal approvals.

Prepared by	Email	Date
PA Name	Email :	Phone
CitiManager User Name	Date of Birth	EMPLID
Dept ID Department		Position Title
Add Remove Access to Reporting?	Report Type	

Select one of the division access levels (executive, college, or administrative) from the choices provided from the drop-down menus below so the proper reporting hierarchy can be assigned.

Executive   College   Administrative

CERTIFICATION

If changes to college/administrative division access level, enter Vice President (VP), Dean, Assistant/Associate Dean, or Assistant/ Associate VP Name, job title, and obtain signature. If changes to executive level, enter VP or President, job title, and obtain signature.

Name   Job Title

Signature & Date

CREDIT CARD ADMINISTRATION OFFICE USE ONLY

Processed by: Date: Approved   Denied

Hierarchy:

Entitlements - select all that apply:

_____Statements   _____Print Multiple Statements

_____Card Accounts   _____ Unbilled Transactions

_____View Authorizations   _____View Hierarchy

_____Citibank Custom Reporting System (CCRS)   _____Search

CCRS Folder_____   _____View Linked Accounts

     _____Other_____

ADDITIONAL APPROVALS

Name

Title

Signatuture and date