

Many times the responsible person for an account changes due to “Chair” changes or “Dean” changes, etc... Please use the form below to be sure that the new “Responsible Person” is fully aware of who has access to their accounts and the liability thereof. If there are changes you would like made, please let me know at this time. This form should be filled out, signed by the current “Responsible Person” and returned to me to make the necessary PCS security changes.

Please cut here _____

PCS Security
(Responsible Authority Understanding)

To: Purchasing Department -- PCS Security (AS-122)

From: _____
(Please Print--Current Account Responsible Person)

Date:

The following are account numbers (cost centers) of which I am responsible for:

These accounts used to be in the name of _____.
(Please Print--Previous Responsible Person)

The above accounts should continue to be **entered and updated/authorized** by:
(Please circle the one that applies)

(List here the person(s) to which you give PCS update and/or authorization authority for the above accounts).

I understand and accept full responsibility for all transactions which occur on the above mentioned cost centers _____.
(Signature of the current account responsible person)