State of Alaska
Department of Administration

Departmental Program Administrator (DPA) Checklist

The Departmental Program Administrator Checklist provides a **summary** of items that are the responsibility of the DPAs. Please note all documents with links within this checklist can be found directly on the Division of Finance Webpage under One Card Program (Charge Cards) at http://doa.alaska.gov/dof/charge_cards/state_agen.html.

Responsibility

Setting up a new Department Program Administrator (DPA) for your OneCard Program

Employees set up as a DPA have Full Authority to maintain your agency's OneCard Alaska (OCA) program and is a direct contact to USBank Account Coordinator.

- [ ] Review Instructions in the AccessOnline Add User Request form
- [ ] Complete the **Add User** worksheet within the AccessOnline Add User Request form
- [ ] Print the **DPA Signature** worksheet within the AccessOnline Add User Request form and ensure all signatures are obtained.
- [ ] Email both forms to the Division of Finance, PCard Team
- [ ] Keep a copy of both forms in your internal files

Setting up a new Department Delegate (Delegate) for your OneCard Program

Employees set up as a Delegate usually only have view rights to your agency's OneCard Alaska (OCA) program, along with rights to order OneCards. But they are not allowed to contact our USBank Account Coordinator to request information or make other changes.

- [ ] Review Instructions in the AccessOnline Add User Request form
- [ ] Complete the **Add User** worksheet within the AccessOnline Add User Request form
- [ ] Print the **Delegate Signature** worksheet within the AccessOnline Add User Request form and ensure all signatures are obtained.
- [ ] Email **ONLY** the AccessOnline Add User Request form to the Division of Finance, PCard Team. **The Division of Finance, PCard Team does not need a copy of the Delegate Signature page.**

- [ ] Keep a copy of both forms in your internal files.

Setting up a new OneCard Managing Account for your agency.

- [ ] Review Add US Bank OneCard Managing Account form
- [ ] Complete Add US Bank OneCard Managing Account form

☐   Email form to the Division of Finance, PCard Team

Setting up a new CTS Account for your agency.

☐   Review Add US Bank CTS Account form
☐   Complete Add US Bank CTS Account form
☐   Email form to the Division of Finance, PCard Team

Notification to E-Travel Management Team (ETMT) and PCard Team

☐   Notify the E-Travel Management Team of credit card changes that affect traveler profiles in TRIPS.
   - Change credit card/CTS account numbers on traveler profiles when an account has been reissued due to lost/stolen card or fraudulent use.

☐   Notify the Division of Finance, PCard Team when a CTS has been closed due to fraud and therefore automatically replaced with a new CTS account.
   - The Division of Finance, PCard Team needs to be aware of this scenario so we can ensure the account is added into IRIS, PRCUA Table.

Monitor New Cardholder Setup

☐   When filling out the **Cardholder Usage Agreement** form for an employee please refer to Employee Legal Name Information file or the Employee Legal Name from LDAP to fill out the *Cardholder Legal Name with Middle Initial* and the *Cardholder Department/Division.*
   - Cardholder Usage Agreement - Standard
   - Cardholder Usage Agreement - AMHS Vessels and Terminals

☐   Send the following to cardholder:
   - Cardholder Usage Agreement - Standard or Cardholder Usage Agreement - AMHS Vessels and Terminals for signature and return.
   - Cardholder Support Contact Information
   - One Card Activation Steps document
   - AccessOnline Self Registration procedures
   - Viewing Account Statements Online [PDF]
   - USBank Setting Up Email Notifications [PDF]
   - Common Card Decline Reasons [PDF]
   - Inappropriate Charge Card Use by Employees [PDF]
   - Travel Insurance Beneficiary Designation

☐   Receive and verify cardholder usage agreement
☐   Complete Department Program Administrator Signature fields
☐   Setup/maintain cardholder information in US Bank's Access InSite. Refer to How to Setup Employee OneCard, Quick Reference Employee OneCard Account Setup or USBank Online Training.

Monitor IRIS PCard/PRCUU

It is important to monitor and clear PRCUU transactions in a timely manner. All transactions should be reconciled within 60 days as this is the number of days to dispute transactions. Agencies should consider scheduling an ALDER report which can be found in: *Public Folders>>Enterprise>>Financial (IRIS)>>Accounts Payable (AP)>> **PA0008 – Outstanding PCard Transactions**.* This report will show all PCard Transactions that have not been fully FINALIZED on a PRCC.