

One Card Alaska Program Administrator AccessOnline Entitlement Authorization

Action: ___ Add ___ Replace ___ Delete **Department of:** _____ **Div:** _____ **Sec:** _____

Complete only one, either Departmental Program Administrator or Program Administrator Delegate:

One Card Departmental Program Administrator (Refer to AAM 38.325)

_____ has been granted entitlement authority in the U.S. Bank AccessOnline System to administer the One Card Alaska (OCA) credit card payment program for this department in accordance with the policies and procedures of the State of Alaska. The Department Program Administrator has the authority and responsibility to approve credit card account setups, changes or deletes as well as perform any other function necessary to maintain the One Card program in accordance with departmental policies, including delegation of these functions within the department.

One Card Departmental Program Administrator Delegate (Refer to AAM 38.325)

_____ has been delegated limited view / entitlement authority in the U.S. Bank AccessOnline System to administer the One Card Alaska (OCA) credit card program for program(s) or division(s) within this department in accordance with the policies and procedures of the State of Alaska. The Program Administrator Delegate has the authority and responsibility to view, setup, change or delete credit card accounts in accordance with this delegation and departmental policies.

Program Administrator Checklist link: http://doa.alaska.gov/dof/charge_cards/resource/pr_admin_checklist.pdf

AS 11.56.860. Misuse of confidential information. (a) A person who is or has been a public servant commits the crime of misuse of confidential information if the person

- (1) learns confidential information through employment as a public servant; and
- (2) while in office or after leaving office, uses the confidential information for personal gain or in a manner not connected with the performance of official duties other than by giving sworn testimony or evidence in a legal proceeding in conformity with a court order.
- (b) As used in this section, "confidential information" means information which has been classified confidential by law.
- (c) Misuse of confidential information is a class A misdemeanor. (§ 6 ch 166 SLA 1978).

The undersigned Administrator has read this section, understands the laws pertaining to the disclosure and/or misuse of confidential information, and understands such disclosure/misuse could result in disciplinary action, including discharge from state employment and in some cases criminal penalties.

Signature of Departmental Program Administrator or Delegate

Legal Name – Typed or printed

Date

User ID(s)

Agent Number(s)

Authorized for Individual Account(s)

YES NO

Employee ID

Company Number(s)

Entitlement Group(s)

**Complete for
Departmental Program Administrator**

**Complete for
Program Administrator Delegate**

Signature of Appointing Authority

Signature of Departmental Program Administrator

Legal Name – Typed or printed

Legal Name – Typed or printed

Date

Date

Forward completed Dept. Program Administrator form to Division of Finance, Systems Administration for processing. MS 0204 or Fax 907-465-2169. Retain copies of Program Administrators and completed Delegate forms in your department.

(Revised 09/23/2013)