



Adding/Deleting Reconcilers/Verifiers on Cardholders Accounts

Cardholder s Name: _____ Employee ID: _____

Card number (last 4 digits) : _____

In the below blocks, list the name and FAST ID of the Reconcilers that will Reconcile/Verify for you.
Reconcilers/Verifiers will not receive p ermission to process charges until training is complete and we know which
cardholder accounts to load the new role on.

Reconcilers Na me:

Date:

Phone number: