

Department Head Instructions

1. An email will be sent to the requesting user's Department Head containing a link that will navigate directly to the pCard approval queue
2. Once that link is clicked, they will see any and all request forms they currently have assigned to them and have to make a decision on (the screen will look like the screenshot below)
3. After selecting the form they want to make a decision on, they will click either DH – Approve Request, or, DH – Deny Request

The screenshot shows the OnBase interface. On the left, there's a sidebar with 'OnBase' logo, 'LIFE CYCLE VIEW', and 'WORK FOLDER'. The main area is an 'Inbox' with a table of items. The table has columns for 'NAME' and 'ENTRY DATE'. One item is visible: 'pCard Request for DONNA HIERS' with an entry date of '2/12/2019 2:51:38 PM'. Below the table, there are buttons for 'DH - Approve Request' and 'DH - Deny Request'.

Purchasing Card Request Form

Requestor Details	
1) Cardholder Name Line 1 *	<input type="text" value="DONNA HIERS"/>
2) Cardholder Name Line 2	<input type="text" value="HORRY COUNTY"/>
3) Cardholder Address Line 1 *	<input type="text" value="123 MAIN STREET"/>
4) Cardholder Address Line 2	<input type="text"/>
5) City/State/Zip *	<input type="text" value="CONWAY, SC 29526"/>
6) Email *	<input type="text" value="HIERSD@HORRYCOUNTY.ORG"/>
7) Phone # *	<input type="text" value="(843)915-5380"/>