

# Reallocation Process

Phase

Individual/  
Department  
Cards

1 service center person reallocates and approves

Access PeopleSoft panel "reconcile card"

PR#/T# lookup based on what is available

Mark Reallocated and save

Service Center to send weekly summary to card manager for eRequest/eTravel

Unit can either send log or reply with PR#/T#

Service Center  
Cards

Card manager reallocates own cards immediately and lead approves

Access PeopleSoft panel "reconcile card"

PR#/T# lookup based on what is available

Mark Reallocated and save

# Approval Process

Phase

