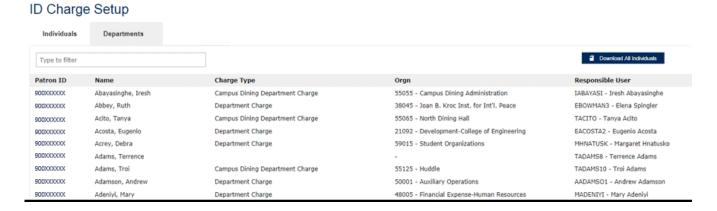
Department Charge



Review who has charging privileges

The ID Charge Setup screen is available for the Business Manager and the Department Business Managers. The **ID Charge Setup** menu displays all cardholders whose default FOAPAL includes one of the Organizations you manage. In order to view and modify the rest of the FOP[AL] and access the data, **click on the card holder's name**.

The **Individuals** tab contains individual employees and the **Departments** tab shows any Department Charge Cards for Organizations you manage.



Revoke charging privileges

The **Irish1Card:** Remove Department Charge privilege form in ServiceNow is used to revoke an individual's ID card FOAPAL charging privileges. This form is used to document the reasons for revoking the privilege as well as actually removing the charging privileges from the ID card. This request should only be submitted by a Business Manager or Department Business Manager who has the appropriate authority to revoke the privilege for this organization.

To revoke the Department Charge privilege:

- 1. Enter the **employee** whose ID card will have the charging privileges removed.
- 2. Explain the reason the charging privileges are being revoked (for example, employee has changed departments or employee has misused privileges).
- 3. Submit the form.

Upon submitting the form, the specified cardholder's ID card will no longer have charging privileges, and the employee will no longer be displayed within the ID Charge Setup in Financial Toolkit.

For more information, see Knowledge Base Article KB0015341.