

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.

ID Charge Setup

Patron ID	Name	Charge Type	Orgn	Responsible User
900XXXXXX	Abayasinghe, Iresh	Campus Dining Department Charge	55055 - Campus Dining Administration	IABAYASI - Iresh Abayasinghe
900XXXXXX	Abbey, Ruth	Department Charge	38045 - Joan B. Kroc Inst. for Int'l. Peace	EBOWMAN3 - Elena Spingler
900XXXXXX	Acito, Tanya	Campus Dining Department Charge	55065 - North Dining Hall	TACITO - Tanya Acito
900XXXXXX	Acosta, Eugenio	Department Charge	21092 - Development-College of Engineering	EACOSTA2 - Eugenio Acosta
900XXXXXX	Acrey, Debra	Department Charge	59015 - Student Organizations	MHNATUSK - Margaret Hnatusko
900XXXXXX	Adams, Terrence		-	TADAMS8 - Terrence Adams
900XXXXXX	Adams, Troi	Campus Dining Department Charge	55125 - Huddle	TADAMS10 - Troi Adams
900XXXXXX	Adamson, Andrew	Department Charge	50001 - Auxiliary Operations	AADAMS01 - Andrew Adamson
900XXXXXX	Adeniyi, Mary	Department Charge	48005 - Financial Expense-Human Resources	MADENIYI - Mary Adeniyi

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.