

**TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER
DOCUMENT SERVICES
LASERFICHE – PCARD ACCESS**

I request access to electronic images of PCard expense reports, receipts, and additional information.

If I do not already have access to Laserfiche/WebLink I will follow the instructions at <http://www.ttuhscc.edu/gs/documentservices/becomeauser.aspx> and attach that request. Access is granted using eRaider authentication.

I agree to hold as strictly confidential all information gained from these images as HSC OP 52.09.

I am currently authorized to view one or more accounts using the Citi Pcard System.

I agree to notify Electronic Imaging at 806-743-4719 if at time I am no longer am eligible to view information using the Citi Pcard system.

I acknowledge and agree that any breach of the Confidentiality Agreement by me may result in disciplinary action, which may include immediate termination of my employment or affiliation with TTUHSC; further, I understand that such a breach may result in legal action.

The terms of this Confidentiality Agreement are effective immediately and apply to all confidential information I have attained in the past as well as future information.

This agreement remains in effect if PCards are transferred to an entity other than Citi.

Employee Name

Date

Signature of Employee

Date

Department: _____

Campus: _____

Database: Business Affairs

Email Address: _____

eRaider: _____