



## Purchase Card On-Line System (PCOLS) ROLE DEFINITIONS

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### PCOLS Role Definitions

#### EMMA Roles:

Agency / Organization Program Coordinator (A/OPC):

- Provisions A/BO Supervisor
- May allocate a surrogate to act in his or her stead

Approving / Billing Official Supervisor (A/BO Supervisor):

- Provisions A/BO Pool Members

Approving / Billing Official Pool Member (A/BO Pool Member):

- Provisions Cardholder Supervisor

Cardholder Supervisor:

- Accepts EMMA token only

Installation Resource Manager (RM):

- Provisions RM Pool Members
- May allocate a surrogate to act in his or her stead

Resource Manager Pool Member (RM Pool Member):

- Accepts EMMA token only

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### AIM Roles:

#### Agency / Organization Program Coordinator (A/OPC):

- Acts as the gatekeeper between AIM and the bank
- Must approve all account requests prior to bank submittal

#### Approving / Billing Official Supervisor (A/BO Supervisor):

- Initiates new Managing Account requests
- Approves the Resource Manager nomination made by the Approving / Billing Official
- May approve Cardholder requests if the primary Approving / Billing Official is the same person as the Cardholder supervisor

#### Approving / Billing Official Pool Member (A/BO Pool Member):

- Accepts nomination for Managing Accounts
- Primary A/BO Nominates Resource Manager for Managing Accounts
- Initiates new Cardholder Account requests

#### Cardholder Supervisor

- Approves Cardholder Account request if not acting as the primary Approving / Billing Official pool member

#### Cardholder

- Accepts nomination for Cardholder Accounts

#### Installation Resource Manager (RM)

- Accepts nomination for Managing Accounts
- Allocates Lines of Accounting and ensures adequate funding

#### Resource Manager Pool Member (RM Pool Member)

- Allocates Lines of Accounting and ensures adequate funding

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